



# NEW ONLINE EXPERIENCE

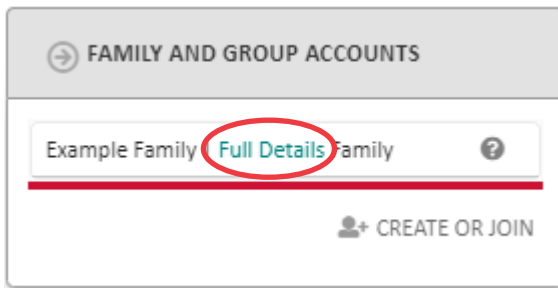
Our new online experience for **YMCA Child Care** families conveniently enables you to register for programs and manage your account from any device.

To make payments, you must add a credit card or bank account information to your Family Account, not to your personal account. Here's how:

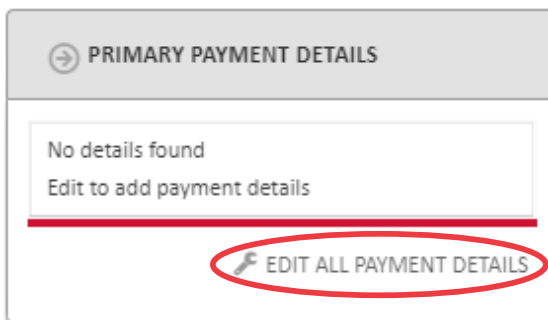
## ADD YOUR BANK ACCOUNT INFORMATION TO YOUR FAMILY ACCOUNT!

**STEP 1** Click 'MY ACCOUNT' at the top of the page.

**STEP 2** Look for the 'FAMILY AND GROUP ACCOUNTS' box, and click 'Full Details.'

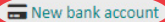


**STEP 3** Once you can see your family details, scroll down to find the 'PRIMARY PAYMENT DETAILS' box. Click 'EDIT ALL PAYMENT DETAILS.'



**STEP 4** To add your bank account information, click 'New bank account' under 'BANK ACCOUNTS.'

### BANK ACCOUNTS

FULL BANK ACCOUNT	RELATION ID	NAME	STATUS	LINKED PURCHASES	OTHER RELATED TRANSACTIONS
No active bank accounts found					
 New bank account					

KEEP READING! INSTRUCTIONS CONTINUED ON NEXT PAGE.



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## STEP 5

In the 'Member' drop-down menu, be sure to choose your family name, rather than your individual name.

A screenshot of a web form titled "ADD BANK ACCOUNT" with a close button (X) in the top right corner. The form has three main sections: "Member", "Financial institution and branch", and "Bank account number". The "Member" dropdown menu is open, showing two options: "Example Name" and "Example Name Family". The "Example Name Family" option is circled in red. The "Financial institution and branch" field has a dropdown menu with "Example Name" and "Example Name Family" options. The "Bank account number" field is an empty text box. To the right of the form is an "Information" section with a scroll bar. At the bottom of the form are three buttons: "CANCEL" (red), "SAVE" (red), and "SAVE AS DEFAULT" (teal).

ADD BANK ACCOUNT

Member: Example Name Family ▼

Financial institution and branch: Example Name, Example Name Family ⓘ

Bank account number: [ ]

**Information**

You can add a new bank account and save it to your account. You can also set the bank account as the new default bank account for future transactions. If applicable, you also have the option to assign the new bank account to all active future payments.

CANCEL SAVE SAVE AS DEFAULT

## STEP 6

Fill in your financial institution and bank account number. You can assign this bank account information to all active purchases, and save it as the default bank account on your YMCA account, if you'd like.

Thanks for setting up payment on your account! Need help? Phone 1-866-421-9622, email [contactcentre@northernalberta.ymca.ca](mailto:contactcentre@northernalberta.ymca.ca) or visit [northernalberta.ymca.ca](http://northernalberta.ymca.ca)