



And Online Payment Enrollment Instructions

- First-time users click on the “Sign Up” tab on the login page. Returning users may use the ‘Sign in’ tab.
- Enter primary email address (must match an email associated with your account)
- If it matches, a welcome email will be sent along with a temporary password - once you use the temporary password you will be prompted to reset it to your own password.
- Take a few minutes to confirm we have your details correct under My Profile, making updates if needed.
- Make note of your Kiosk PIN – this will be used at the Center to sign your child in/out and is required to handle Online Payments. * Each adult on your pick-up list will have their own unique PIN. It is accepted as a legal signature and secret!
- To sign up for Online Payments, the primary payer (parent handling accounting after reviewing your Profile, must be logged into the Family Info Center. On the main page find “My Balance” on the right side and click on “set up Recurring Payments”. You will be taken to the JP Morgan Chase website.
- Click on “New Account” and hit continue. Fill in your accounting info and hit continue.
- Read through the policies and sign off using your email and Kiosk PIN. Be sure to fill in the box that says that you “accept the terms and conditions”.
- You should then see a confirmation page with a reference number. We suggest you print and keep it in a safe place for reference. At the top of the page click on ‘Exit’ to return to your Family Info Center.

Register Today to Set Up Online Payments!

<https://familyinfocenter.brighthorizons.com>

