

Designate Payers for Invoices

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Before you can create an invoice for a child, you must designate at least one of the child's parents/guardians as a Payer of invoices. To do so:

1. From the menu to the left, click **Home**.
2. Click **My Kids**.
3. Select a child. The Child Information page opens.
4. In the **Primary Guardian** section, click **Edit**.
5. Click **Payer**.
6. Click the % box and enter the percentage for which this payer is responsible.

7. Click **Update**.