

[VIDEO] Approve Payers for ePay

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CST


Before payers can begin paying invoices online, you must set up KidKare Accounts for them. Watch our quick video to learn more, or scroll down for text instructions!

To set up a payer to pay invoices online:




1. From the menu to the left, click **Home**.
2. Click **My Participants**.

Note: This page may be called something else according to your settings. For example, if you call your participants Kids, this page is called Kid Information. See [Set Display Settings](#) for more information.

3. Select a participant.
4. In the Primary Guardian section, click **Edit**. The Edit Information page opens.
5. Click **Payer**.
6. Ensure the payer has a valid email address.
7. Click **KidKare Account**. A welcome message is automatically sent to the payer.



by Minute Menu



Home

eForms

Meals

Food Program

Calendar

Check In/Out

Reports

Accounting

Messages

Get Help

Logout

> Sam Sykes > Edit Information

Primary Guardian

An email will be sent to this contact at the provided email address to set up a Parent Portal if one does

Details

* Primary Guardian

Guardian

Other

Pick up child

Payer

100

%

KidKare Account

* Tim

Middle Name

Sykes

Note: If a payer already has a KidKare account, you cannot select the KidKare Account option. If the payer loses their login information, they can reset their password on the KidKare Login page.