

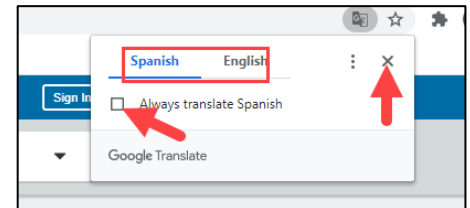
Creating a Contract in Your Registered Eleyo Account

Once registered for an account, you can create a contract for each child. The contract determines the ASP location and allows you to select the days your child will attend the ASP program. The system will walk you through all the steps to create a contract.

Step #1:

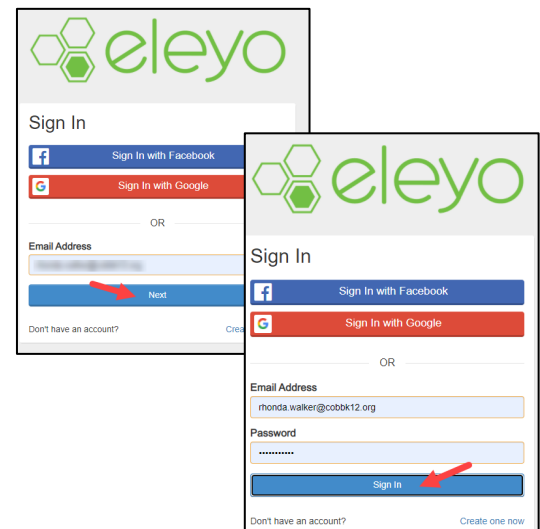
For Enrolling Adult Only

- On your computer, open an internet browser
- In the browser, enter the URL:
<https://cobbk12.ce.eleyo.com>
- Choose your preferred language
- Click into the “Always translate Spanish” if needed
- Click the small “x” in the top right corner to close the box
- Click on the words that say “Sign In” at the top right corner of the screen



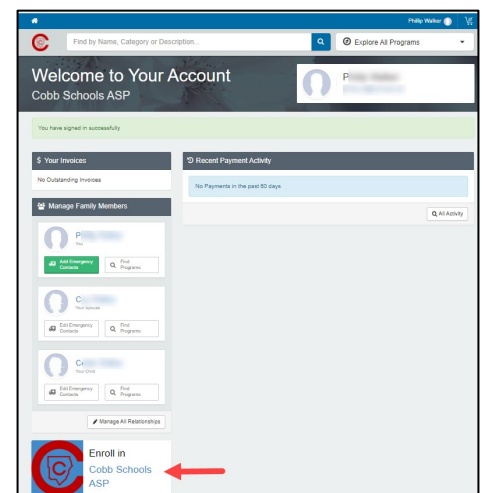
Step #2:

- Now at the Eleyo Sign in Screen, the email used to register your account will populate in the email address box
- Click Next in the blue box
- The password for the account will automatically populate, click Sign In



Step #3:

- You are now on the dashboard of your account
- From here you have access to Manage Family members, view your invoices and enroll your children into ASP by creating a separate contract for each child to be enrolled
- To create a contract from your dashboard, click on the words “Enroll in Cobb Schools ASP”

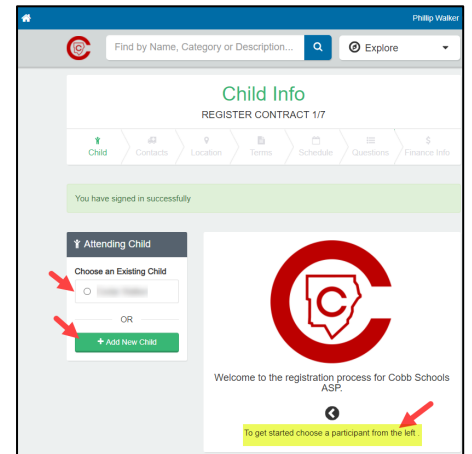


If you have any questions, please contact your school's ASP Director

Creating a Contract in Your Registered Eleyo Account

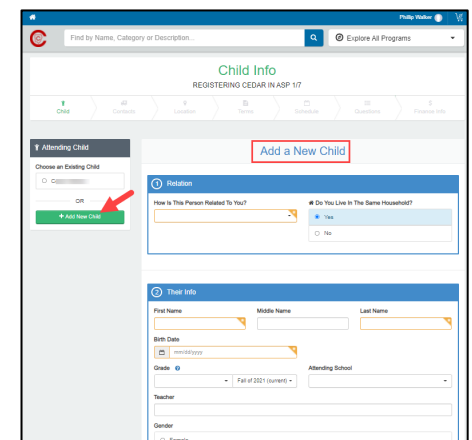
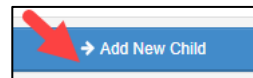
Step #4:

- Click the name of the child displayed on the list or click the **green** box that says **+Add New Child** if the child's name you wish to enroll is not displayed



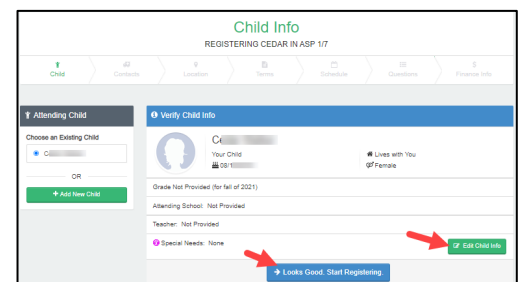
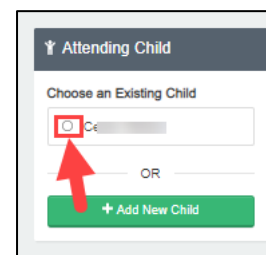
Step #5:

- If you clicked the **green +Add New Child** box you are now on the Add a New Child screen
- You will begin to complete all pertinent information for your child's contract as you scroll down the screen
- At the bottom of the screen click the **blue Add New Child box**



OR

- The child's name you wish to enroll is displayed click the small circle beside the name to choose
- You are now on the Verify Child Info screen
- You may click the **green Edit Child Info** box if editing is needed
- If not click the **blue Looks Good. Start Registering.** box

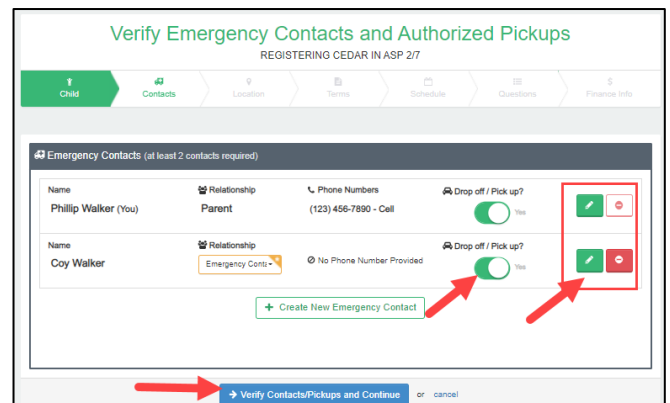
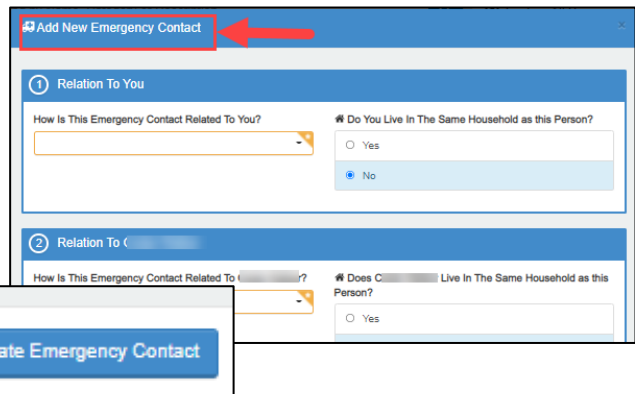
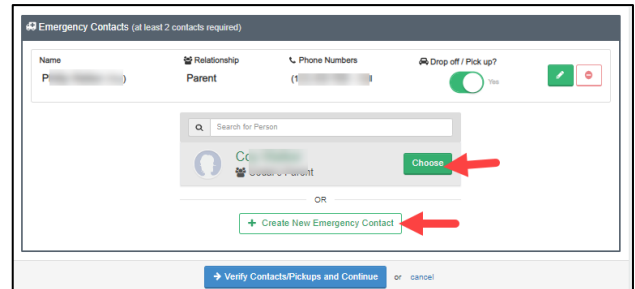
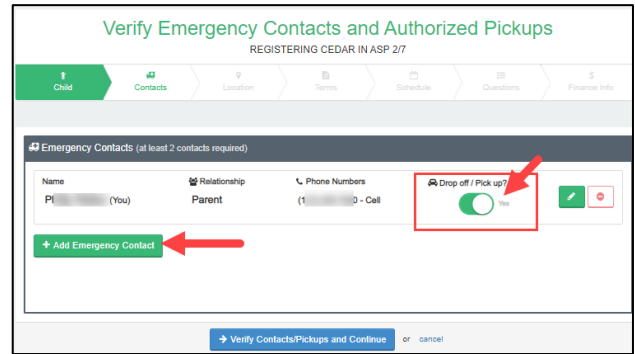


If you have any questions, please contact your school's ASP Director

Creating a Contract in Your Registered Eleyo Account

Step #6:

- You are now on the Verify Emergency Contacts and Authorized Pickups screen of the contract
- Each child's contract must have at least two (2) emergency contacts – they can have more if you wish
- Click the **green +Add Emergency Contact** box to begin adding the second emergency contact for this contract
- Each contact entered will automatically be authorized as a pickup, you may click the button to **not allow** pick up by the emergency contact
- From the name displayed on your screen, you may click the **green box** that says **Choose** or click the box that says **+Create New Emergency Contact**
- Choosing to create a new emergency contact will bring you to the Add New Emergency Contact screen
- Complete all pertinent information
- When complete, click the **blue Create Emergency Contact** box at the bottom of the screen
- Clicking the green Choose box will immediately create the person as an emergency contact and add them to the list displayed on your screen
- If you want to edit their information, click the **green** button with the pencil or you can remove them altogether by clicking the **red** button with the minus sign
- You may also click the Drop off/Pick Up? button to deselect them as an authorized pickup
- Click the **blue Verify Contacts/Pickups and Continue** box when finished

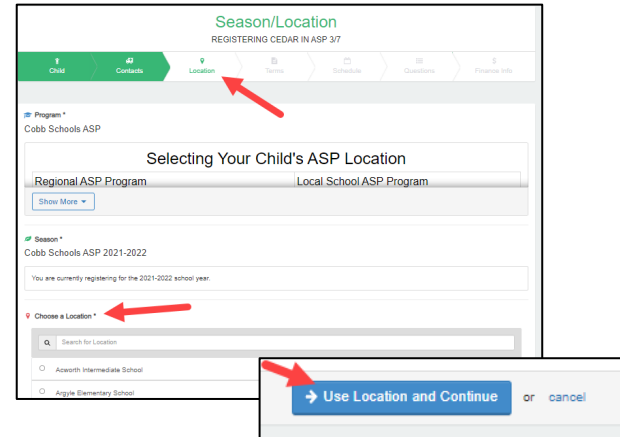


If you have any questions, please contact your school's ASP Director

Creating a Contract in Your Registered Eleyo Account

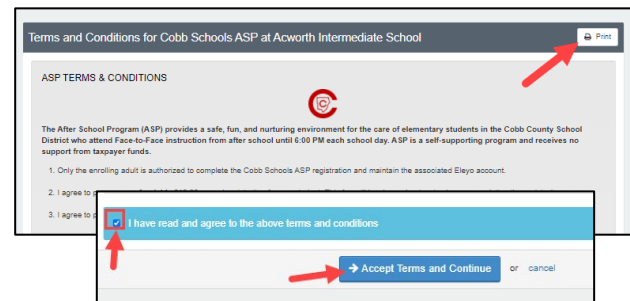
Step #7:

- You will now be choosing the school location for your child's ASP attendance. Per board policy, this must be the same location where your child attends
- After the correct ASP location is chosen scroll to the bottom of the screen and click the **blue** box that says **Use Location and Continue**
- At the top of the screen the green arrow will fill in as each step of the contract is completed



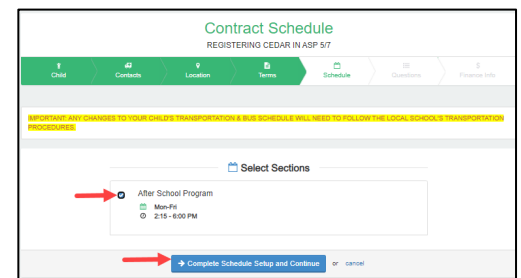
Step #8:

- Read the terms and conditions
- You may print a copy for your records by clicking the small printer icon in the top right corner of the screen
- At the bottom of the screen click the small box that you have read and agree to the terms and click the **blue Accept Terms and Continue** box



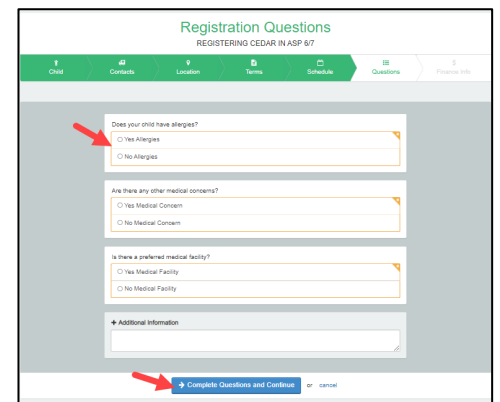
Step #9:

- Click into the small box selecting the set schedule of Mon-Fri
- Click the **blue** box to **Complete Schedule Setup and Continue**



Step #10:

- Click into the small circles to answer all contract questions
- There must be an answer for each one
- Add additional information as needed
- At the bottom of the screen click the **blue** box to **Complete Questions and Continue**



If you have any questions, please contact your school's ASP Director

Creating a Contract in Your Registered Eleyo Account

Step #11:

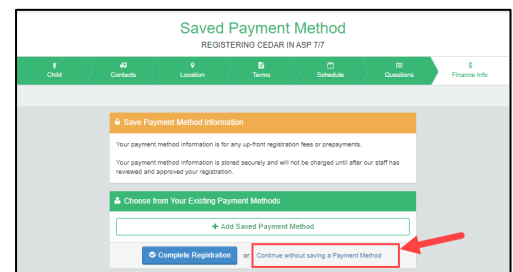
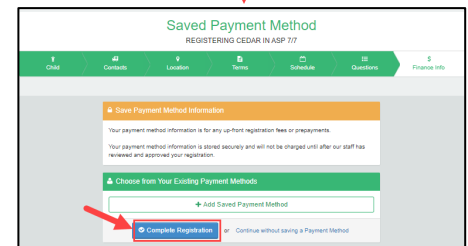
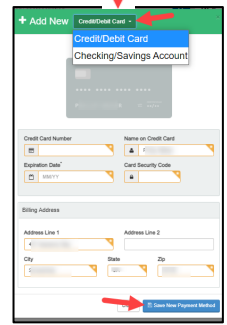
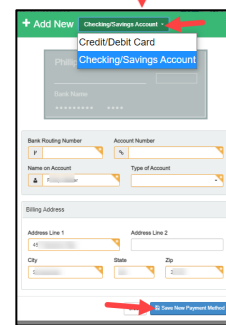
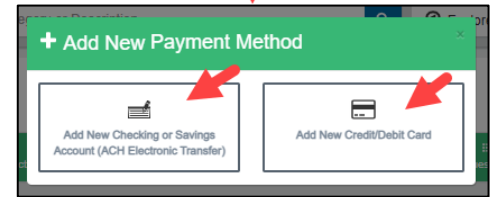
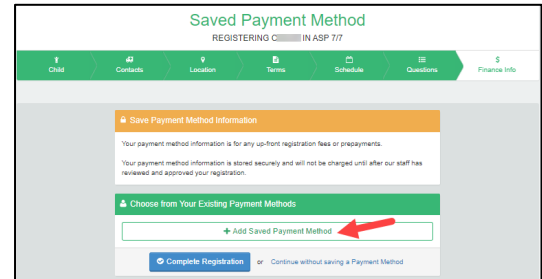
- You are now on the saved payment method screen and have **2 (two) choices**: add saved payment method **or** continue without saving a payment method (see *directions at the bottom of this page for instructions to make this choice*)

HOW TO ADD AN AUTO PAYMENT METHOD TO YOUR ACCOUNT:

- By clicking the Add Saved Payment Method box the +Add New Payment Method screen will open with a small **green** box at the top of your screen
- Here you will choose to add an ACH electronic transfer from your checking account **OR** add a credit or debit card
- Click into the box of the choice for the type of payment method you want to use for your ASP payments
- Click the small down arrow in the **green bar** at the top of your screen beside the words +Add New
- From here you will click and choose to add your auto payment method in the form of a credit/debit card **OR** checking/savings account
- After your new payment choice is made click the **blue Save New Payment Method** box
- Next, click the **blue Complete Registration** box at the bottom of the screen
- Continue to the next page for further information

HOW TO CONTINUE WITHOUT ADDING AN AUTO PAYMENT METHOD TO YOUR ACCOUNT:

- If you wish to continue without choosing a payment method you may do so by clicking the **blue letters** in the box for that choice
- You have now completed your saved payment method step of the contract
- Continue to the next page for further information

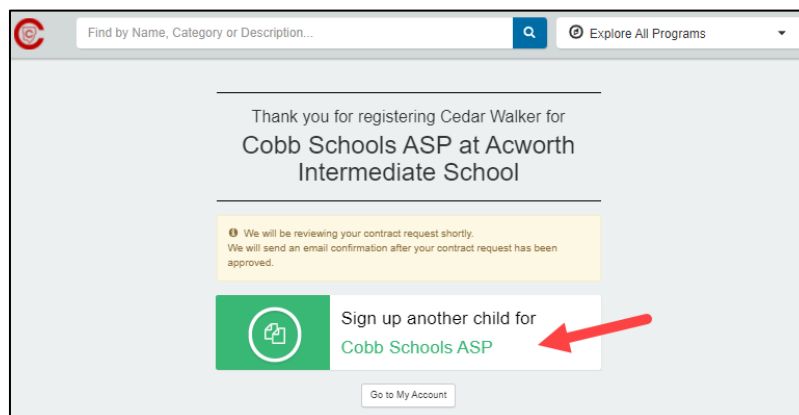


If you have any questions, please contact your school's ASP Director

Creating a Contract in Your Registered Eleyo Account

Step #12:

- You have now completed all steps to create a contract in your Eleyo account
- The contract is awaiting approval by the ASP staff
- You will receive an email notification once the ASP staff at your child's school has approved the contract
- If you wish to add more contracts to your Eleyo account for an additional children or child, click the box that says: Sign up another child for [Cobb Schools ASP](#)
- Repeat all steps above to create additional contracts in your registered Eleyo account
- For each child on your account you will need to create a separate contract
- If you have no other children to add contracts for on your account you have completed the process of adding a contract to a registered Eleyo account



If you have any questions, please contact your school's ASP Director