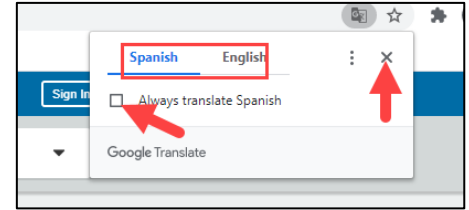


## Step #1:

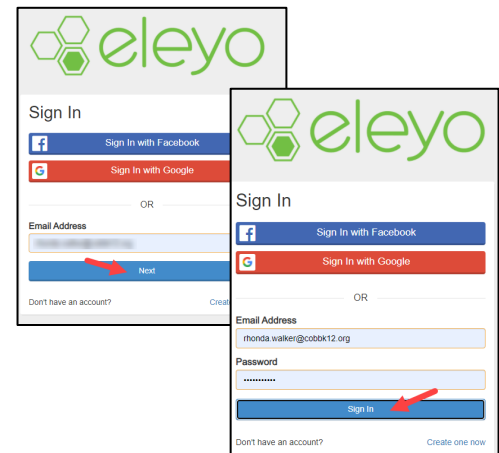
### For Enrolling Adult Only

- 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:

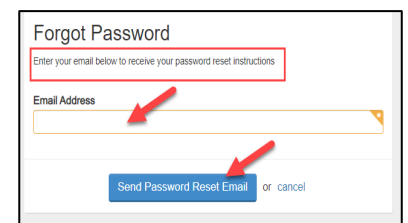
- Now at the Eleyo Sign in Screen, the email used to register your account will populate in the email address box
- Click Next in the blue box
- The password for the account will automatically populate click Sign In
- Now proceed to **Step 4** on the next page



## Step #3:

### IF YOU CANNOT REMEMBER YOUR PASSWORD FOLLOW THESE STEPS:

- After clicking Sign In, on the next screen click the blue words that say: **Forgot Password?**
- Next, enter your email address that was used to register your Eleyo account
- Click the blue box that says: **Send Password Reset Email**
- You will receive an email with the subject: **Forgot Password for your Cobb Schools ASP Account (reset your password)**
- Open the email and click on the **blue Reset Your Password box** within the body of the email and follow the system generated prompts within the email to complete the password reset process, now continue back on **Step 2** to log into your Eleyo account and proceed to **Step 4** on the next page

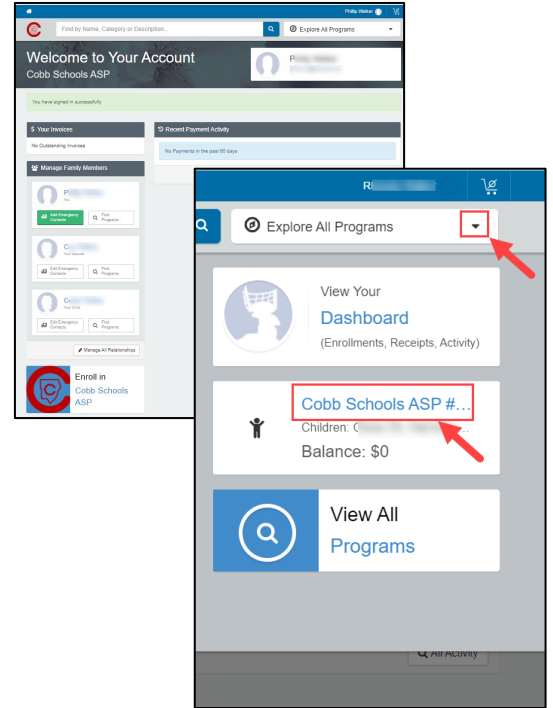


*If you have any questions, please contact your school's ASP Director*

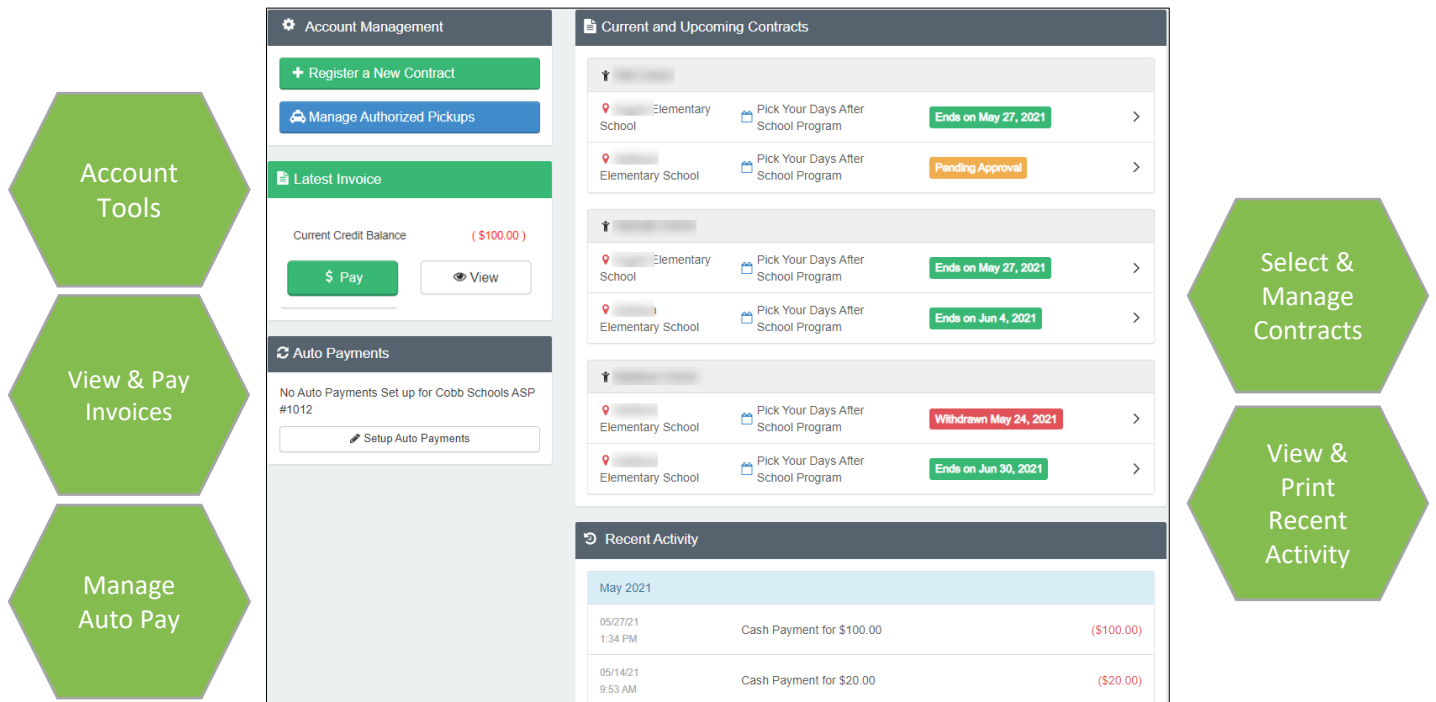
# Managing Your Online Child Care Account

## Step 4:

- You are now on the Dashboard of your Eleyo Account
- In the top right corner of the screen click the down arrow at the words: Explore All Programs
- Click the **blue** words: **Cobb Schools ASP** to open the details of your account



- Below is an example of how a Dashboard will appear
- This is where families can manage Contracts, preview and pay Invoices, manage Auto-Pay and Authorized Pick Ups, and download receipts or end of year tax statements.



The image shows a screenshot of the Eleyo account dashboard with five callout boxes highlighting key features:

- Account Tools:** Register a New Contract, Manage Authorized Pickups
- View & Pay Invoices:** Latest Invoice, Current Credit Balance (\$100.00), Pay, View
- Manage Auto Pay:** Auto Payments, No Auto Payments Set up for Cobb Schools ASP #1012, Setup Auto Payments
- Select & Manage Contracts:** Current and Upcoming Contracts (Elementary School, Pick Your Days After School Program, Ends on May 27, 2021, Pending Approval, Ends on Jun 4, 2021, Withdrawn May 24, 2021, Ends on Jun 30, 2021)
- View & Print Recent Activity:** Recent Activity (May 2021, 05/27/21 1:34 PM Cash Payment for \$100.00 (\$100.00), 05/14/21 9:53 AM Cash Payment for \$20.00 (\$20.00))

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