

Using the Quick Pay Option to Make a Payment on an Eleyo Account

Once registered for an account, the Enrolling Adult may allow anyone to make a payment on their Eleyo account by using the Quick Pay button. Quick Pay is a feature that allows people to make a payment on the parent side without being an owner of a particular Child Care Account. The payer does not need to create their own profile and login credentials for the Eleyo website.

Having a login and using Quick Pay does **not** give the person access to the account. Using Quick Pay will **only** allow access to make payments. Any details about the amount that needs to be paid or the invoice balance due should be provided by the account owner (Enrolling Adult).

To use Quick Pay, the person making the payment will need the following:

- Personal login credentials to the district website
- Child Care Account Number
- Student's Last Name

For security reasons, if the payer does not have the required information, it is recommended they contact the account owner/enrolling adult to obtain it.

The steps below outline the process for the **payer**:

Step #1:

- On your computer, open an internet browser
- In the browser, enter the URL: <https://cobbk12.ce.eleyo.com>
- This is the home page for the ASP program
- From here, scroll down the screen to find and click on the **Quick Pay button**



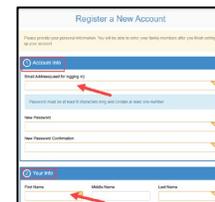
Step #2:

- At the sign in screen, the payer will now need to set up an account by clicking the **blue** words **Create one now** in the bottom right corner of the screen



Step #3:

- At the Register a New Account screen, in Section 1 the payer will enter their email address and create a password to start creating the account
- In Section 2, the information will need to be completed
- Sections 3 & 4 are not necessary since this account is only for payments
- Click the **blue create account** box at the bottom of the screen



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

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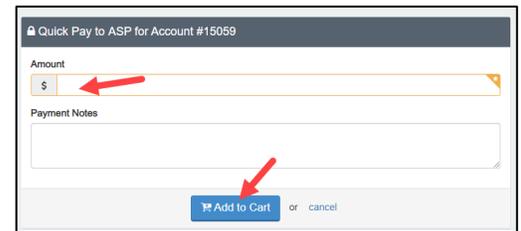
Step #4:

- Now on the Quick Pay screen enter the Eleyo Account number and one of the children's last names whose contract is on the account
- Click the **blue Continue button**



Step #5:

- On the next screen presented, enter the dollar amount to pay
- Payment Notes are not necessary but can be added here
- Click the **blue Add to Cart button**



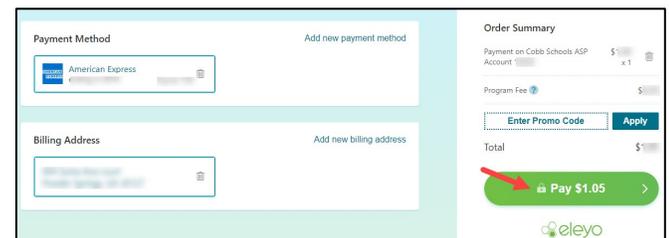
Step #6:

- Click the **green Checkout button** on the Your Cart screen presented



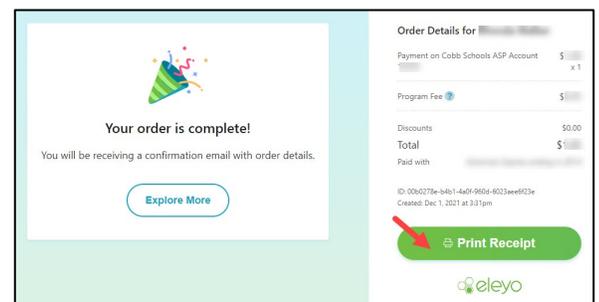
Step #7:

- Click the **green Pay button** on the Order Summary screen presented



Step #8:

- Click the **green Pay Print Receipt button** on the Order Details screen presented

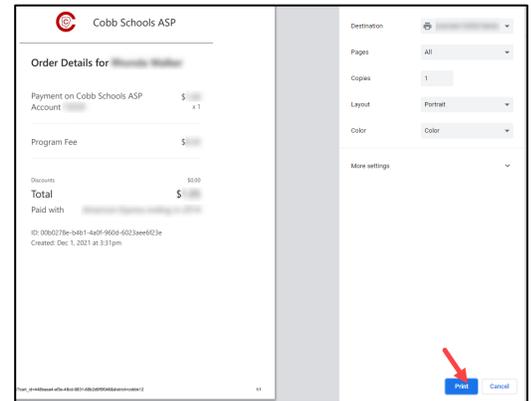


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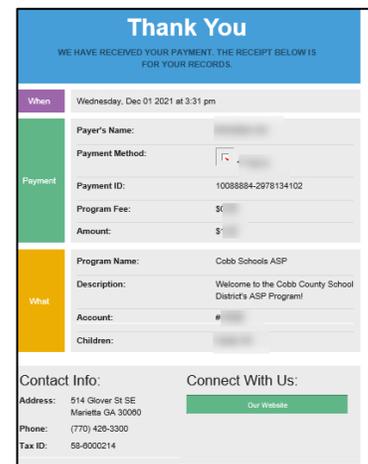
Step #9:

- Click the **blue Print button** on the print screen to produce a hard copy of the receipt if needed



Step #10:

- A receipt will be emailed to the payer's email address associated with the Eleyo account the payer created
- A history or receipts is accessible by clicking the Recent Payment Activity tab on the Owner's dashboard of the account and then clicking on Your History at the bottom of that page



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