# Kids’ Company | Eleyo Navigation

## “How to” Catalog

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If you have questions as you use this help document, please let us know.
Our office staff can be reached at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

If you have suggestions for other topics that would be helpful in this catalog, please send an email to KidsCompany@priorlake-savage.k12.mn.us.

Thank you for your interest in Kids’ Company.

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Updated 6/9/22
If you have not yet set up an account in Eleyo, you will need to begin by creating an account. Go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and select Sign In at the top right.

Select Create One Now at the bottom left of the login area.
Complete the form to register your new account. Note that the required fields are indicated by the asterisk (*) in the top right corner of the field.

When all required fields have been completed, make sure to click the Create Account button at the bottom of the screen.

On the next screen, you will add your child/children. Here you can also add people who you will later list as Authorized Pickups for your child/children.

Make sure to click the Create Person button at the bottom of the screen for each person you set up.
From here, you can register by choosing Explore All Programs on the right side and then choosing Kids’ Company from the list.

See How to Register on the following pages.
To register, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Registration.

Log into Eleyo.
Choose the child you are registering here

Verify and update this child’s information here

If all of the information is correct, click here
Here you will need to have three emergency contracts for this child. If you need to add additional people, select the button labeled Add Emergency Contact.

You can select anyone you added when creating your account or you can add others. (See also How to Add/Update Emergency Contacts.) When finished, click the Verify Contacts/Pickups and Continue button.
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How to Register (continued)

Select the location that you need

Make sure to select Show More and review the information provided here

Select the season for which you are registering

NOTE: Sites with only a waitlist open for registration will be indicated here.

NOTE: If you are registering for a Non-School Day Only type of contract, select this option

Next the system will walk you through a series of agreements. Please read through each one and check the box to agree with it.

If you have questions here, please stop and call us at 952-226-0375 or send us an email at kidscompany@priorlake-savage.k12.mn.us
Select the schedule that you wish to register for. This schedule will be the same every week.

Make sure to select Show More and review the information provided.

ADDITIONAL RESOURCES:
- **How to Change Your Schedule/Withdraw Contract** in this catalog
After the schedule, Eleyo will ask you to answer a series of registration questions. Again, the questions with an asterisk 📊 in the upper-right corner are the required fields. Please provide as much information here as possible so that we can best support your child.

The final screen for registration is the payment screen. Here you will enter the card or bank account information that you wish to use for the payment of your registration fee.

The registration fee is charged automatically when we process your registration.

If you wish to set up Auto-Pay, you can check the box before clicking the Complete Registration button.
To change your schedule for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo.

Select the child’s contract
To change this child’s schedule, click here

On this screen (below), you can select or unselect days of the week under before school and after school that you wish to add or remove.

Note that schedule changes made must be at least a month in duration and there is a Schedule Change Fee of $20 assessed on each schedule changed submitted.

Be sure to click the Submit Contract Schedule Changes button at the bottom of the screen when finished.

When you have finished making your schedule change, you will receive an email indicating that you have submitted the schedule change.

Once the schedule change has been processed, you will receive an email confirming that the schedule change has been processed. Make sure that you receive the confirmation email so that you know the schedule change went through.
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How to Add/Update Emergency Contacts

You will need to verify your emergency contacts for each child each time you register for a new season with Kids’ Company. If you need to update the emergency contacts at other times during the year, follow these directions.

To update the Emergency Contacts for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/), then scroll to the bottom of the page and select Your Dashboard.

Log into Eleyo.

Select the Edit Emergency Contacts or Add Emergency Contacts button under the child for whom you need to update Emergency Contacts.
If you chose this button: **Add Emergency Contacts**
your screen will look something like this:

Select an emergency contact from the drop-down options or create a new one.

If you chose this button: **Edit Emergency Contacts**
your screen will look something like this:

Here you can edit or remove existing emergency contacts and/or add new emergency contacts.
To update the Authorized Pickups for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo.

Select the Manage Authorized Pickups button.
Here you can edit or remove existing Authorized Pickups on the upper portion of the screen. To add a new Authorized Pickup person, select the + Add Authorized Pickup button and either select a person from your existing relationships or select Other to add a new person to the system.

Note that all fields with a 📀 in the upper right corner are required fields.

Once all Authorized Pickups have been added, click Save Authorized Pickups.

If you need to add an Unauthorized Pickup, please review information in our handbook (https://www.priorlake-savage.k12.mn.us/community/kids-company/family-handbook) under Program Policies regarding Child Custody.

Contact our office at 952-226-0375, if needed.
Eleyo gives you the ability to update your personal information (contact information, address, etc.) as well as your child’s information (grade, birthdate, etc.) online in the software.

To update your information in Eleyo, log into Eleyo and click on your name in the blue bar at the top right. This will give you a drop-down menu. On the drop-down menu, select Your Account/Relationships.
If you have questions, please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.
If you have questions, please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.
To update Saved Payment Methods or Auto Pay for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/), then scroll to the bottom of the page and select Your Dashboard and select Saved Payment Methods.

Log into Eleyo.

You will see one of the following screens:
Select the Add Saved Payment Method button or Remove/Modify on an existing card/account.

Complete the information required on the next screen. You will need:

- Credit/Debit card account number and expiration date - OR - Bank account routing and account numbers
- Name on card/account being used
- Billing address

At the bottom of the screen, select any programs for which you would like to use this card/account for Auto Pay.
NOTE: If you wish to set up Kids’ Company Auto Pay for a percentage less than 100%, please save the card/account number, do not set up Auto Pay, and contact the Kids’ Company office to set up the Auto Pay.

To add Auto Pay using a card that is already saved in Eleyo

Follow the instructions to find Saved Payment Methods, locate the card/account you wish to use, and select Modify, then update Auto Pay elections.

If you have questions, please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.
To register for or verify if you have registered for non-school days in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo.

Select the child’s contract.
To register for upcoming Non-School Days, click here. See continued instructions on next page.

Days listed here are Non-School Days you have registered for.

If you wish to remove any Non-School Days that you have registered for, they must be removed prior to the registration deadline. **Non-School Days cannot be removed online.** Please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us and let us know which dates you need to remove.
Review the information provided, then select the season to which you are adding the Non-School Day.

Click Continue.

Review the information provided, then click Continue.
Click Show More to review information provided and then select the days for which you wish to register.

Click Continue.
Click in this box to select the location for the child’s Non-School Day attendance. This must be the child’s assigned school, then click Continue to submit registration.

After clicking Continue to submit the registration, you will get this screen.

NOTE: After submitting your Non-School Day registration request, you will receive an email advising you that the request has been submitted. Once the Non-School Day request has been processed, you will receive an email confirming that it has been processed. Make sure that you receive the confirmation email so that you know the Non-School Day registration was confirmed.
To print your Tax Statement for Kids’ Company, Kids’ Company Preschool Child Care or Circle of Friends in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Circle of Friends, Kids’ Company or Kids’ Company Preschool Child Care and then Account Management. 

*NOTE: There is a separate tax statement for each program.*

Log into Eleyo.

Select the Download Tax Information button.
The years that appear as options here are the years you have been enrolled in the program you selected when logging in. The newest tax statement will be available once the calendar year has ended.

If you need copies of receipts or invoices, find this button under Recent Activity on the Account Management screen...

...and then filter by year and type of item you are looking for. Once the list has populated, you can look at individual items from the list or scroll to the bottom and get a single pdf of the receipts or invoices.

If you have questions, please contact the Kids' Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids' Company.