# Kids’ Company | FeePay (Eleyo) Navigation

"How to" Catalog

<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Change Your Schedule ................................................................. 2</td>
</tr>
<tr>
<td>How to Update Emergency Contacts ............................................................ 6</td>
</tr>
<tr>
<td>How to Update Authorized Pickups ............................................................. 8</td>
</tr>
<tr>
<td>Understanding Your Invoice ........................................................................ 10</td>
</tr>
<tr>
<td>How to Update Saved Payment Methods/Auto Pay ......................................... 11</td>
</tr>
<tr>
<td>Non-School Days ....................................................................................... 14</td>
</tr>
<tr>
<td>Locate Your Tax Statement ........................................................................ 16</td>
</tr>
</tbody>
</table>

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

Thank you for your interest in Kids’ Company.
To change your schedule for Kids’ Company in FeePay (Eleyo), select the Kids’ Company photo tile.

Log into FeePay (Eleyo).

Select the child’s contract
Consistent Schedule

On this screen, 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 to a Consistent Schedule must be at least a month in duration.

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

On this screen, you can click on any date to add or remove it, provided you have the required five-day notice during the school year or 15-days’ notice during the summer.

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 made the schedule change.

Once the schedule change has been processed, you will receive an email confirming that schedule change. Make sure that you receive the confirmation email so that you know the schedule change went through.
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 FeePay (Eleyo), select the Kids’ Company photo tile.

Log into FeePay (Eleyo).

Select either the Add Emergency Contacts button or the Edit Emergency Contacts button for the person for whom you wish to make the update.
Select an emergency contact from the drop-down options or create a new one.

If you chose this button: your screen will look something like this:

![Emergency Contacts screen]

Here you can edit or remove existing emergency contacts and/or add new emergency contacts.

Thank you for choosing Kids’ Company.
To update the Authorized Pickups for Kids’ Company in FeePay (Eleyo), select the Kids’ Company photo tile.

Log into FeePay (Eleyo).

Select the Manage Authorized Pickups button

Select the Account Management 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 have need to add an Unauthorized Pickup, please contact our office at 952-226-0090.

Thank you for choosing Kids’ Company.
If you have questions, please contact the Kids’ Company office at 952-226-0090 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 FeePay (Eleyo), select the Kids’ Company photo tile.

Log into FeePay (Eleyo), and then scroll to the bottom of the Kids’ Company screen, and select Saved Payment Methods.
You will see one of the following screens:

**Saved Payment Methods**

You don't have any Saved Payment Methods. Please add one.

Items that need an associated Saved Payment Method:
- Auto Payments for Kids' Company Account # (100%)
- Auto Payments for The Wave (Grades 6-8) Account # (100%)

[Add Saved Payment Method]

Or...

**Saved Payment Methods**

The following items do not have Saved Payment Methods. To add a saved payment method modify one of the saved payment methods below.

- Auto Payments for Kids' Company Account # (100%)
- Auto Payments for The Wave (Grades 6-8) Account # (100%)

**Master**

[Credit Card Icon] 

..... ..... .....[Credit Card Icon]

Expires: 06/19

This method is not currently associated with anything. Edit what items this saved payment method is for.

[Remove] [Modify]

[Add Saved Payment Method]

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 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.

Add Auto Pay using a card that is already saved in FeePay

Follow the instructions to find Saved Payment Methods, locate the card/account you wish to use, and select Modify.
To register for or verify if you have registered for non-school days in FeePay (Eleyo), select the Kids’ Company photo tile.

Log into FeePay (Eleyo).

Select the child's contract
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, please contact the Kids’ Company office at 952-226-0090 or lkraft@priorlake-savage.k12.mn.us and let us know which dates you need to remove.

Thank you for choosing Kids’ Company.
To print your Tax Statement for Circle of Friends, Kids’ Company or the Wave in FeePay (Eleyo), select the photo tile for the program, then the blue Account Management button, then log into your FeePay (Eleyo) account.

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

Select the Download Tax Information button.

You will have a choice of year for which to get the tax information. These 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 have questions, please contact the Kids’ Company office at 952-226-0090 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.