



Dear Parent/Guardian,

TLECC is pleased to offer **MyProcure**, a free online portal for you to access account information. MyProcure is safe, secure and created with your convenience in mind. You may access MyProcure on any phone, tablet or computer.

### **Log in today!**

1. Go to the link below:

[www.myprocare.com](http://www.myprocare.com)

2. Enter your email address (the email you have on file with TLECC) and choose **Go**.

3. Enter the confirmation code sent to your email, choose a password, and press **Go**.

4. You may then:

- View your personal contact information
- View child immunization status
- View schedules
- Review recent time card entries
- Print end-of-year tax statements (Customer Charge Credit Summary)
- Choose specific dates to view and print Customer Statements (view account ledger)

A few things you should know:

- Aol and sbcglobal.net emails are not compatible with MyProcure
- At this time, you may only edit and update your own personal contact information.
- Under Account Balance if you click on your last name an account ledger will appear.
- Each parent/guardian must have their own login, unless you share an email.
- At this time, you are not able to update schedules or immunizations, only view them. It may be offered in the future.
- If you see anything that needs to be updated please contact and notify the director immediately ([childcare@trinityfreistadt.com](mailto:childcare@trinityfreistadt.com)).
- Contact Catrina with all your billing questions.

Thank you and God's Blessings!

TLECC and MyProcure