Using the Quick Pay Option on a Mobile Device

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 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 the payer's mobile device, open an internet browser

- In the browser, enter the URL: https://cobbk12.ce.eleyo.com

- On the Cobb Schools ASP screen, scroll to the bottom and touch the circle with the dollar sign above the words Quick Pay
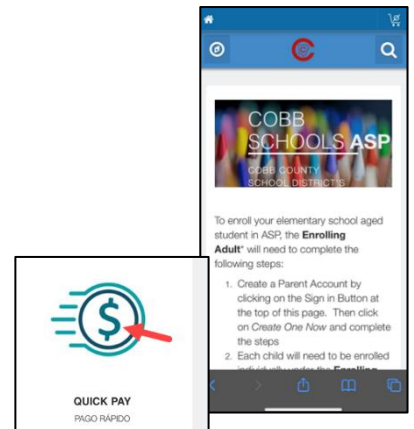
Step #2:
- The payer must now sign in with their email address and click the **blue words** "**create one now**"
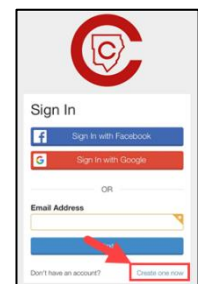
Step #3:
- You are now on the Register a New Account screen

- Complete the Account Info in section #1 entering a valid email address and create a password

- Continue to section #2 and complete pertinent information

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

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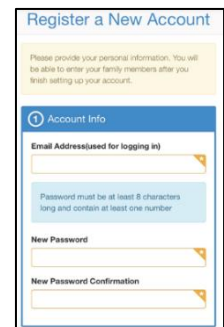
- ▪ Sections #3-#4 are not necessary since this account is being set up to make payments only; clicking the **red remove box** will collapse the section

- ▪ Click the **blue create account** box when all information has been entered
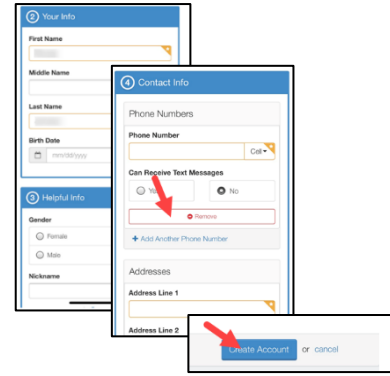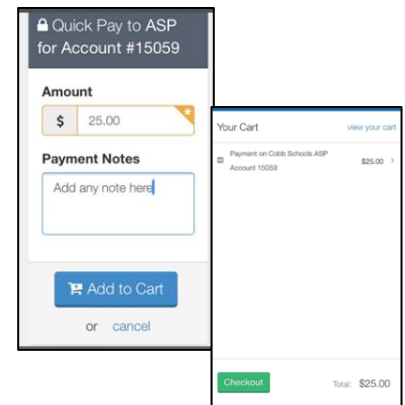
Step #4:

- ▪ The payer will need the Eleyo account number and the child's last name as it appears on the contract

- ▪ Click the **blue continue box**
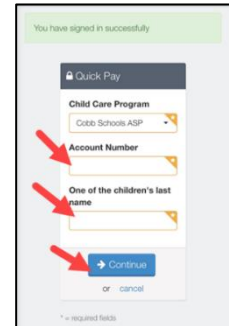
Step #5:

- ▪ A field to enter the desired amount will be displayed and payment notes if needed

- ▪ Click the **blue Add to Cart button**

- ▪ On the Your Cart screen, click the **green Checkout button**

Step #6:

- ▪ Choose payment method by clicking the box of choice

- ▪ Enter pertinent information for the card being used

- ▪ Click the **green +Add & Continue** button at the bottom of the screen

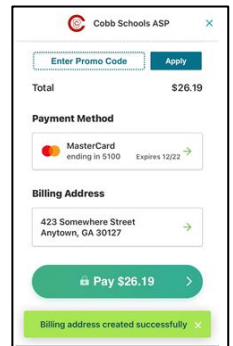*If you have any questions, please contact your school's ASP Director*

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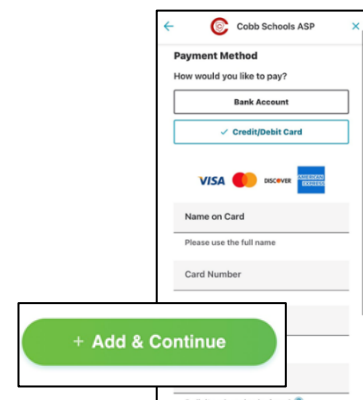
Step #7:

- The payer must now enter the corresponding billing address for the card chosen as the payment method
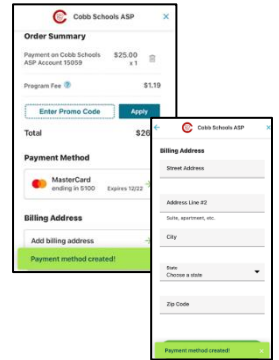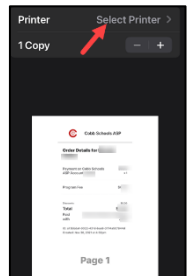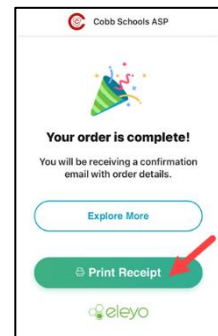
Step #8:

- The payment will automatically be applied to the specific Child Care Account number entered earlier
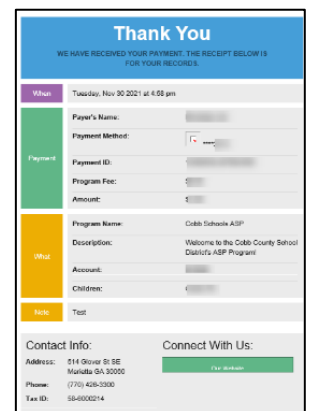
- <u>Click</u> the **green Pay button**

Step #9:

- The screen will display a "Your order is complete!" message

- <u>Clicking</u> the **green Print Receipt button** will take you to a printer screen where you may choose a printer to create a hard copy of the receipt

Step #10:

- A receipt is automatically emailed to the payer

- A history of receipts is accessible by clicking the Recent Payment Activity tab on the dashboard of the account and then clicking on Your History at the bottom of that page

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