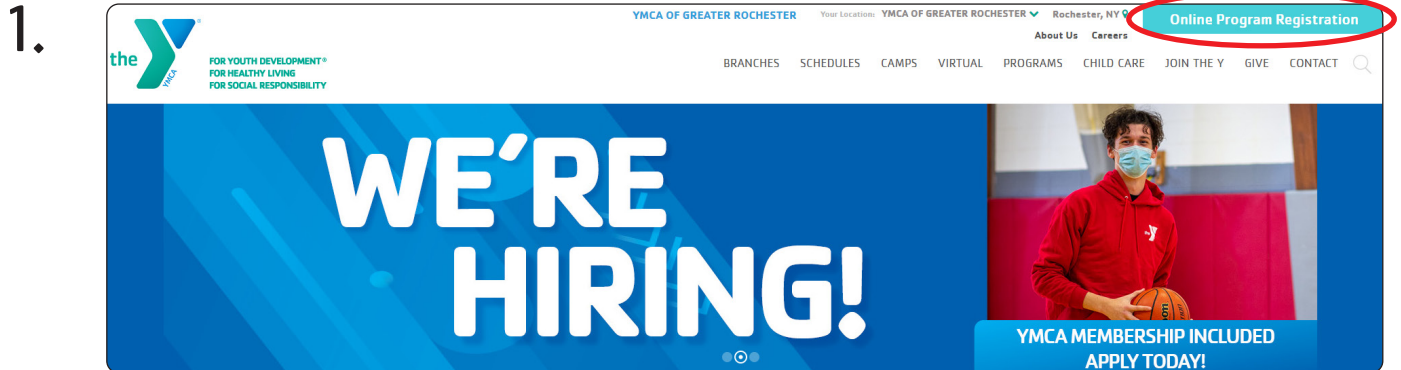
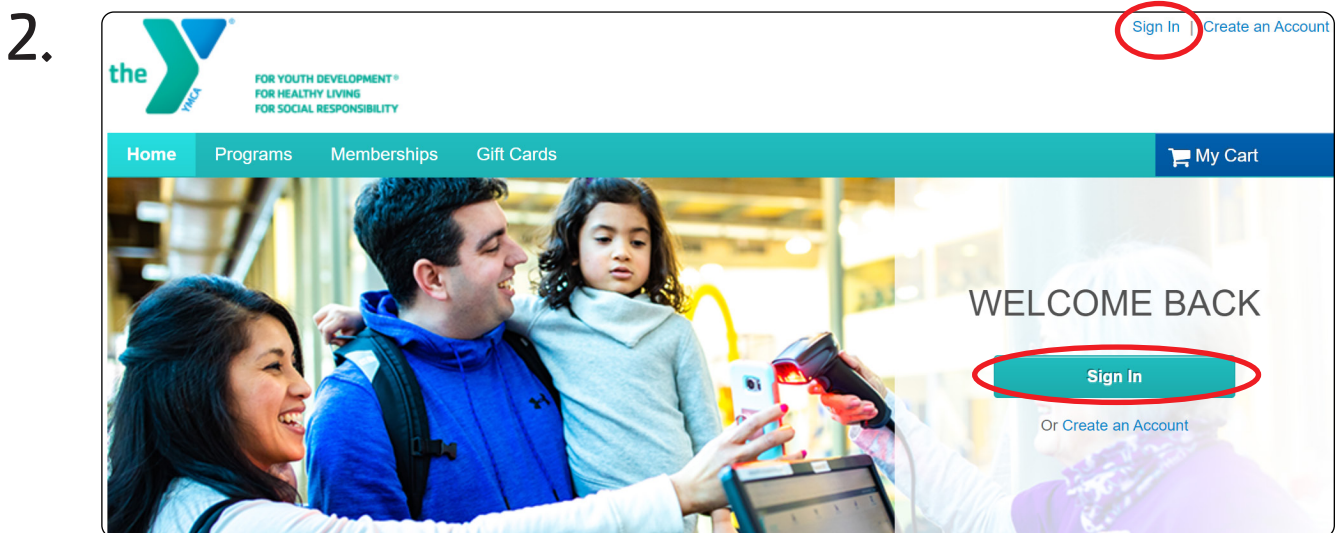


YMCA of Greater Rochester Access to Child Care and BASP Tax or Flex Receipts

This is best done from a desktop or laptop device



- Visit our website: RochesterYMCA.org
- Select "Online Program Registration" in the top right corner



Already have an account?

Login

Email

Password

[Forgot your login name?](#)

[Forgot your password?](#)

Don't have an Account?

- Select "Sign In" in the top right corner or in the center of your screen
- Use your email and password to access your records*

*If you have never accessed your membership account, select "Forgot your login name?" or "Forgot your password?" and follow the instructions.

Do not select "Create an Account". This will create a duplicate account and you will not be able to access your records.

Access to Child Care and BASP Tax or Flex Receipts

Continued

3.

The screenshot shows the top navigation bar with the YMCA logo on the left and the text "Welcome, Carly" followed by "My Account" (circled in red), "My Wish List", and "Sign Out". Below the navigation bar is a teal header with "Home", "Programs", "Memberships", and "Gift Cards", and a dark blue button for "My Cart". The main content area is titled "Account Options for YMCA Member" and includes a sub-header "If you are interested in registering for Group Exercise Classes please visit your local Y's schedule." Below this are three columns of menu items: "Account Program" (with "Tax Receipts" circled in red), "Account Settings", and "Payment Details".

- If you don't see the above screen, select "My Account" in the top right corner
- Select "Tax Receipts" under "Account Program"

4.

The screenshot shows a form titled "Print Tax Receipts". It has a "Search Criteria" section with the instruction "Select the tax year and one or more account member for which to print tax receipts". The "Tax Year" is set to "2020" (circled in red). There are two columns of family members: "Available Family Members" (Audra, Jamie, Jay) and "Selected Family Members" (Carly, Nancy). A red double arrow button (>>) is circled in red, indicating the action to move members from available to selected. A "Run Report" button is also circled in red.

- Select the "Tax Year" from the drop-down menu
- Select all the child participant(s) and adult(s) in the household from the "Available Family Members" options
- Select "Run Report"