



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

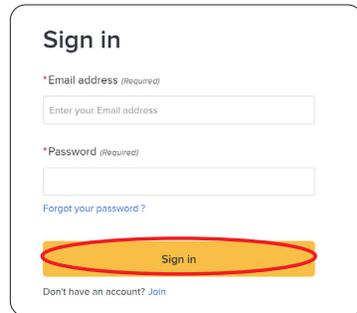
This is best done from a desktop or laptop device

1.



- Visit our website: RochesterYMCA.org
- Select "Manage Membership Account" in the top right corner

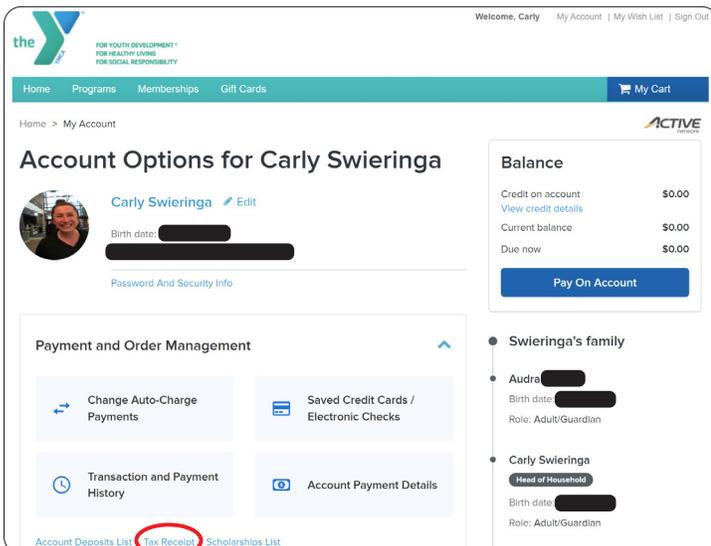
2.



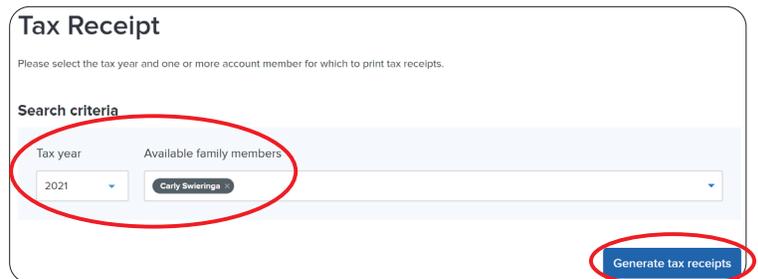
- Select "Sign In" in the center of your screen
- Use your email and password to access your records\*

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

3.



4.



- Select "Tax Receipts" under "Payment and Order Management"
- 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 "Generate tax receipts"