

## 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 "Manage Membership Account" in the top right corner



Sign	in	
*Email add	ress (Required)	
Enter your	Email address	
*Password	(Required)	
Forgot your	password ?	
<	Sign in	>
Don't have	n account? Join	

- 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.	
POR YOUTH DEVELOPMENT* FOR YOUTH DEVELOPMENT* FOR STORAGE SECONDERITY		Welcome, Carly My Account   My Wish List   Sign Out	Please select the tax year and one or more account member for which to print tax receipts.	
Home Programs Memberships Gift	Cards	Hy Cart	Search criteria	
Account Options for Carly Swieringa		Credit on account \$0.00 View credit details Current balance \$0.00 Due now \$0.00 Pay On Account	Tax year Available family members	
Payment and Order Manageme	nt 🔦	Swieringa's family	<ul> <li>Select "Tax Receipts" under "Payment and Order Management"</li> </ul>	
Change Auto-Charge Payments	Saved Credit Cards / Electronic Checks	Audra Birth date: Role: Adult/Guardian	<ul> <li>Select the "Tax Year" from the drop-down</li> </ul>	
S Transaction and Payment History	<ul> <li>Account Payment Details</li> </ul>	Carly Swieringa Head of Household Birth date: Role: Adult/Guardian	<ul> <li>menu</li> <li>Select all the child participant(s) and adult(s)</li> </ul>	
Account Deposits List Tax Receipt Scholar	rships List		in the household from the "Available Family	

• Select "Generate tax receipts"

Members" options