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”