

POS DEVICE QUICK REFERENCE CARD

for the Virginia Electronic Child Care (VA-ECC) System

**FOR
PARENTS**

CHECK IN	
POS Display	Steps for Parent
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 1
Enter Child 1 #	Enter assigned 2-digit child #, Press Enter
APPROVED or DENIED	Transaction Complete

CHECK OUT	
POS Display	Steps for Parent
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 2
Enter Child 1 #	Enter assigned 2-digit child #, Press Enter
APPROVED or DENIED	Transaction Complete

REMINDER:

If you are recording the same action for more than one child, key in the next assigned 2-digit child # and press Enter. When all children have been recorded, press Enter again.

PREVIOUS CHECK IN	
POS Display	Steps for Parent
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN; Press Enter
Attendance Type?	Press 3 Prev Check In
Date: MM/DD	Enter MM/DD (01/05) Press Enter
Time: HH:MM	Enter HH:MM (08:00) Press Enter
1-AM / 2-PM	Enter 1 for AM or 2 for PM
Enter Child 1 #	Enter 2-digit child # Press Enter
APPROVED or DENIED	Transaction Complete

PREVIOUS CHECK OUT	
POS Display	Steps for Parent
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 4 Prev Check Out
Date: MM/DD	Enter MM/DD (01/05) Press Enter
Time: HH:MM	Enter HH:MM (08:00) Press Enter
1-AM / 2-PM	Enter 1 for AM or 2 for PM
Enter Child 1 #	Enter assigned 2-digit child #, Press Enter
APPROVED or DENIED	Transaction Complete

ABSENCE/HOLIDAY	
POS Display	Steps for Parent
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	5-Absence OR 6-Holiday
Date: MM/DD	Enter MM/DD (01/05) Press Enter
Select Unit Type	(1=full day, 2=part day)
Enter Child 1 #	Enter assigned 2-digit child #, Press Enter
APPROVED or DENIED	Transaction Complete

PARENT HELP LINE: 1-877-918-2322

- If you lose your card, but know your card number, call the **Parent Help Line** to request a new card.
- If you lose your card and do **not** know your card number, call your **Child Care Worker** to request a new card.
- If your card is lost or damaged and you know your card number, you may use **Manual Entry (F3)** to record attendance.
- Your card number is on the front of your card. 😊