

**POS DEVICE QUICK REFERENCE CARD  
for the Virginia Electronic Child Care (VA-ECC) System**

This guide outlines the most common parent functions of the  
VA-ECC Point of Service (POS) device.

The Virginia ECC Vendor POS User Manual provides more detailed information.

**Parent Functions**

<b>CHECK IN</b>	
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 # (ex. 01) Press Enter ( <b>See * Note</b> )
APPROVED or DENIED	Transaction Complete

<b>CHECK OUT</b>	
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 # (ex. 01) Press Enter ( <b>See * Note</b> )
APPROVED or DENIED	Transaction Complete

<b>PREVIOUS CHECK IN</b>	
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 assigned 2-digit child # (ex. 01) Press Enter ( <b>See * Note</b> )
APPROVED or DENIED	Transaction Complete

<b>PREVIOUS CHECK OUT</b>	
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 # (ex. 01) Press Enter ( <b>See * Note</b> )
APPROVED or DENIED	Transaction Complete

**VA-ECC  
Parent Helpline  
1-877-918-2322**



**IMPORTANT REMINDERS**

- \* *NOTE: 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.*
- \* *Do not leave your swipe card with a Vendor.*
- \* *If your card is lost, stolen or damaged, you must call the Virginia ECC Parent Helpline or your local worker for a replacement.*
- \* *You must use the Virginia ECC system to report attendance.*

**POS DEVICE QUICK REFERENCE CARD  
for the Virginia Electronic Child Care (VA-ECC) System**

This guide outlines the most common Vendor functions of the  
VA-ECC Point of Service (POS) device.

The Virginia ECC Vendor POS User Manual provides more detailed information.

**Vendor Functions**

<b>REPORTS</b>	
POS Display	Steps for Vendor
SWIPE CARD to Begin	Press F4
User Password:	Enter Password Press Enter
Vendor Options	Press 1 for Reports
Reports	Select Report (see below)
<b>DAILY TRANSACTIONS REPORT</b>	
Reports	Press 1 for Daily Attendance
Date: MM/DD	Enter Date (01/05) Press Enter
	Wait for report to print
<b>EXCEPTIONS REPORT</b>	
Reports	Press 2 for Exceptions
Date: MM/DD	Enter Date (01/05) Press Enter
	Wait for report to print

<b>VOID</b>	
POS Display	Steps for Vendor
	Press F4
	Enter 6-digit Password Press Enter Key
	Press 2 for Void Transactions
POS Display	Steps for Parent
SWIPE CARD to Begin or enters the card number	Press Enter Key
User PIN	Enter 4-digit PIN Press Enter Key
Date: MM/DD	Enter Date (01/05) Press Enter
Child Number	Enter Child Number Press Enter
Connecting, Sending, Receiving	Wait for authorization
	Wait for Receipt to Print
<b>All voids must be made during the back swipe period</b>	

<b>STORE AND FORWARD (SAF)</b>	
POS Display	Steps for Vendor
SWIPE CARD to Begin	Press F4
User Password:	Enter Password Press Enter
Vendor Options	Press 3 for Send SAFs
<b>Store and Forward transactions must be sent within 8 days</b>	

**VA-ECC  
Vendor Helpline  
1-877-918-2776**

