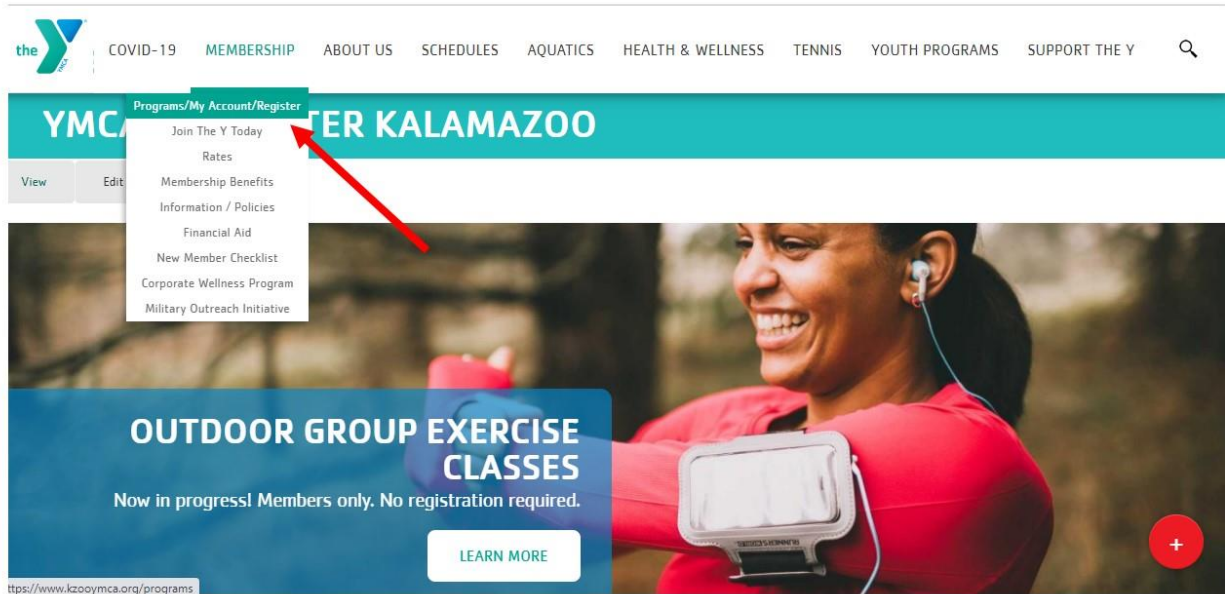
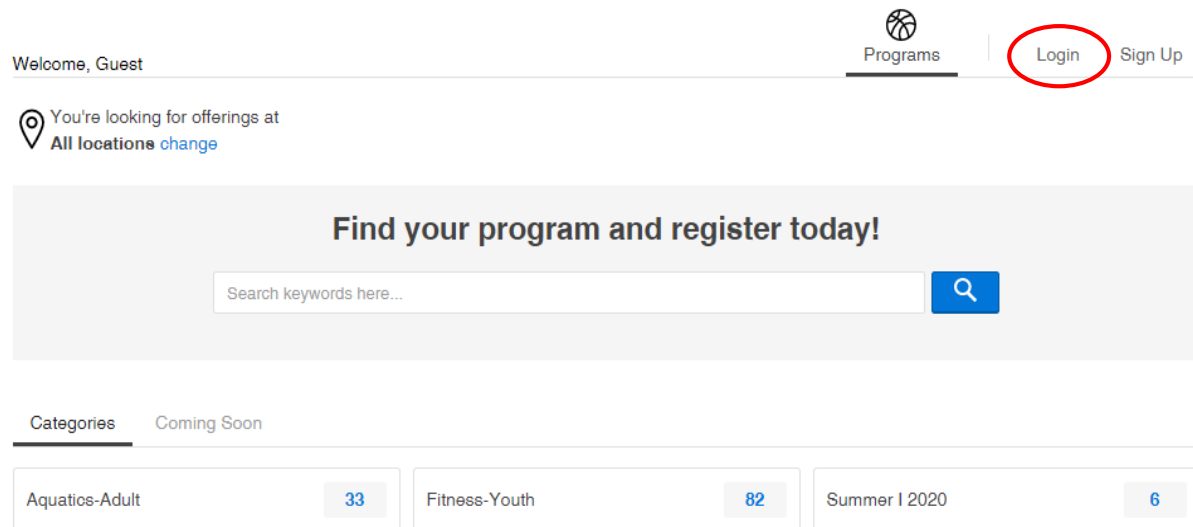


## HOW TO ACCESS YOUR Y-ACCOUNT

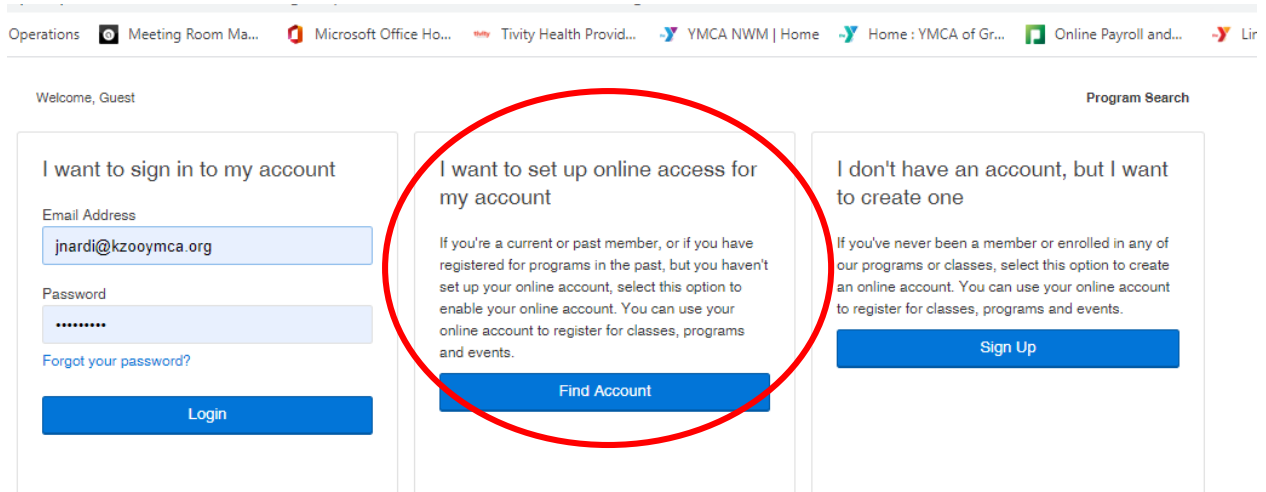
- 1) Navigate to [www.kzooyymca.org](http://www.kzooyymca.org)
- 2) Select the My Y Account



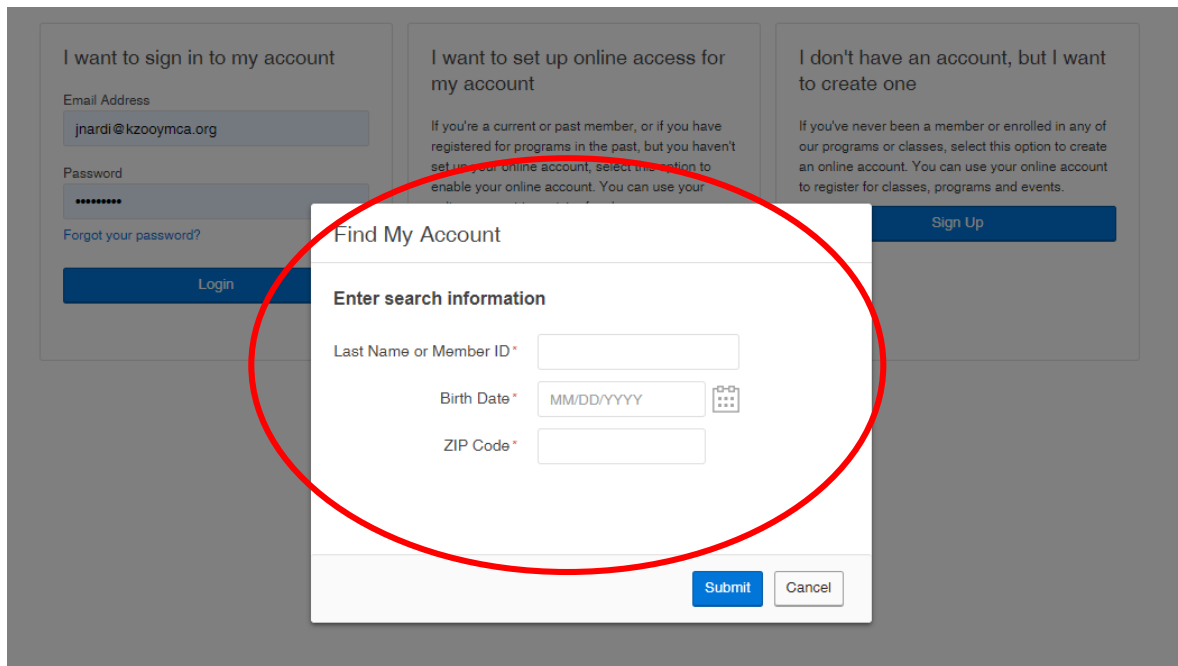
- 3) Select Login



4) If you **have not** accessed your account before, select **I want to set up online access for my account**



4.1) Enter the necessary information to connect to your account



5) If you **have** accessed your account before, select **I want to sign in to my account**

The screenshot shows three columns of options for account management. The first column, titled "Welcome, Guest", is circled in red and contains the option "I want to sign in to my account". Below this option are input fields for "Email Address" and "Password", a link for "Forgot your password?", and a blue "Login" button. The second column, titled "Program Search", contains the option "I want to set up online access for my account" and a blue "Find Account" button. The third column contains the option "I don't have an account, but I want to create one" and a blue "Sign Up" button.

6) Once you are logged in, select **My Account**

The screenshot shows the user interface after logging in. The user is identified as "Jennifer Nardi". In the top right corner, there are two menu items: "Programs" and "My Account". The "My Account" item is circled in red. Below the navigation bar, there is a search bar with the text "Find your program and register today!" and a search button. At the bottom, there are tabs for "Categories" and "Coming Soon".

7) From the **My Account** dropdown list, select **View Account**

Welcome, Jennifer Nardi

Programs My Account ▾

**Family Membership**  
Active

**Additional Members**

Last check-in: **Mar 10, 2020 1:42 PM** | 3 this month | 9 last month

**Billing Info**  
Billing Cycle: Monthly  
Next Draft: 04/01/2020  
This draft will be charged to the payment method listed below. For the amount of this draft, see [My Balance](#).  
Billing Method: Invoice  
Tax Statement: [2019 Year-end child care statement](#)

**Payment Methods**  
Delete | ✎

Activate Windows  
Go to Settings to activate

8) Select **Add Credit Card**

listed below. For the amount of this draft, see [My Balance](#).

**Billing Method** Invoice  
**Tax Statement** [2019 Year-end child care statement](#)


**Payment Methods**  
Delete | ✎

**Add Credit Card**

Activate V  
Go to Setting

9) Complete required fields and submit

## New Credit Card

Cardholder's Name \*

Street Address \*

Zip \*

Card Type \* -- Select Type --

Card Number \*

Expiration \* --Month--  / --Year--

10) Delete the old billing method

listed below. For the amount of this draft, see [My Balance](#).

**Billing Method** Invoice

**Tax Statement** [2019 Year-end child care statement](#)

### Payment Methods

Activate V  
Go to Setting