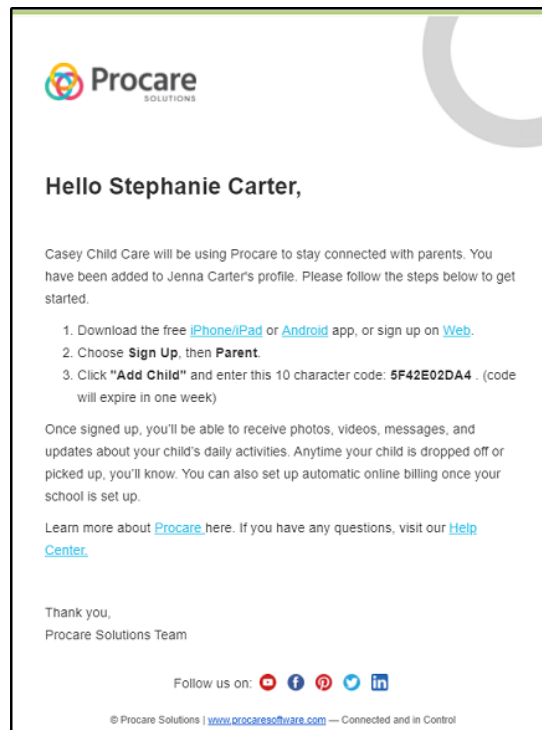




## How to Sign Up for Procure

What is Procure? Website/Mobile to allow our parents to create an account to view your child's information, pay online, and send messages to staff. Once you complete the enrollment form and pay the registration fees, you will receive an email that looks like the below screenshot.

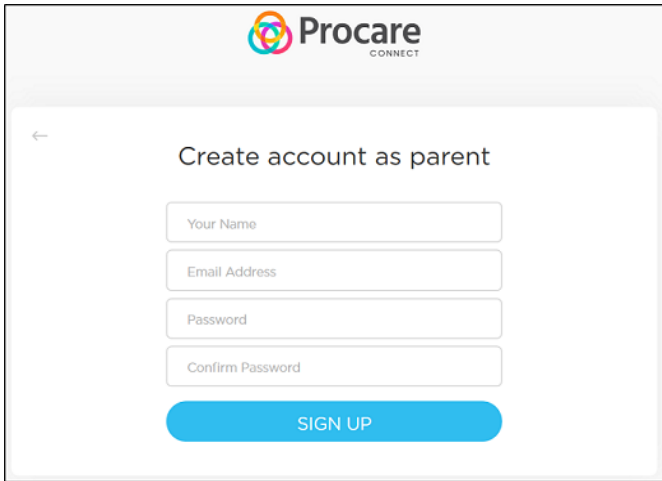


All of the instructions you need to sign up for a Procure account are in the email above. Please read steps 1-3 very carefully.

There are two ways you can sign up, either via the web or app. Below are directions for both methods. You only need to sign up with one method and your log in information can be used for both the web and app moving forward.

## Sign Up From the Website

**Please Note:** If you sign up through the website, please make sure to also download the Procure App after creating your account.



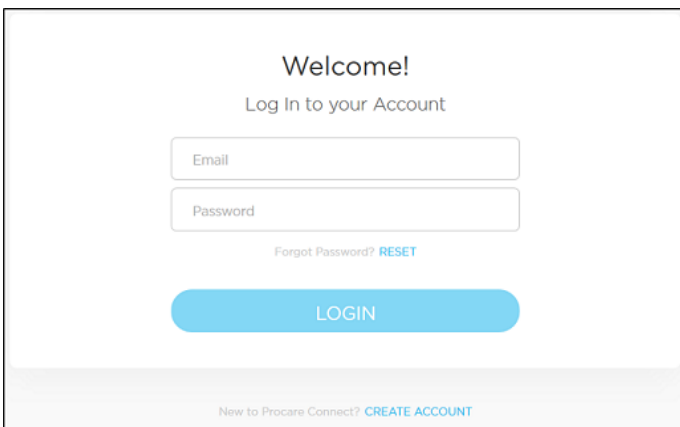
The screenshot shows the Procure Connect logo at the top. Below it is a form titled "Create account as parent". The form contains four input fields: "Your Name", "Email Address", "Password", and "Confirm Password". At the bottom of the form is a blue button labeled "SIGN UP".

Click the web link in your invite email or [click here](#), then click "Create Account" at the bottom of the screen.



The screenshot shows the Procure Connect logo at the top. Below it is a screen titled "Which describes you best?". There are two light blue buttons: "STAFF / TEACHER" on the left and "PARENT" on the right, with the word "OR" between them.

Then select PARENT for the "Which describes you best?" question.



The screenshot shows the Procure Connect logo at the top. Below it is a screen titled "Welcome!". The screen says "Log In to your Account" and has two input fields: "Email" and "Password". Below the "Password" field is a link that says "Forgot Password? RESET". At the bottom is a blue button labeled "LOGIN". At the very bottom of the screen is a link that says "New to Procure Connect? CREATE ACCOUNT".

Complete the fields below, then click Sign Up.

**Please Note:** The invitation code in the email above should only be entered *after* you have created your account and logged into Procure. You will see a prompt to enter the code and Add Child.

## Sign Up From the App

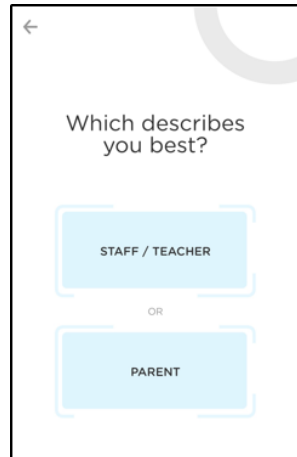
You can click the link in your invite email or go to your app store and download the Procare app with the following logo.



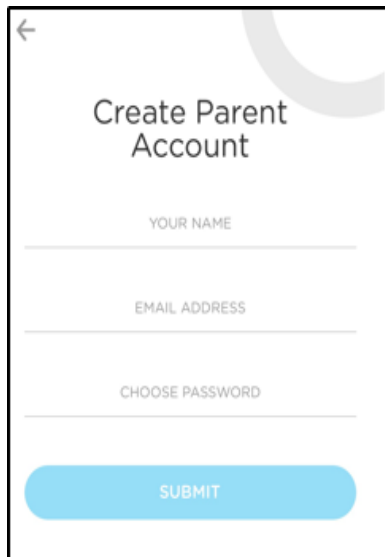
1. Click Sign Up at the bottom.



2. Please select Parent.



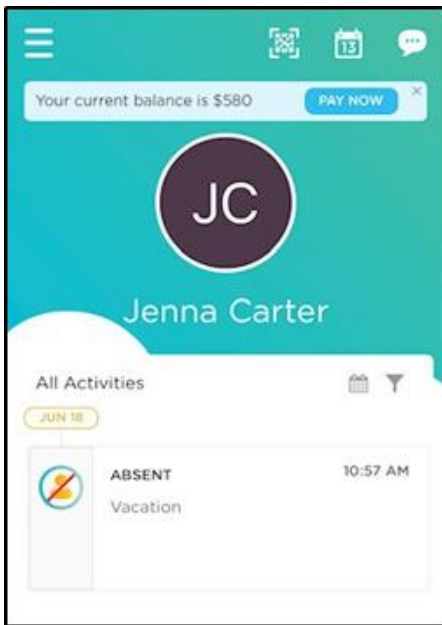
3. Fill out the below information and click submit.



4. Enter your code from step 3 in the email invite. **Please Note:** This code should only be entered *after* you have created your account and logged into Procure.



5. You will be signed into the app.



**Please Note:** If you have more than one child, click the menu icon in the top left corner, then select Add Your Child. Enter the next 10-digit code provided by the school.

