E-CHILD CARE POINT OF SERVICE (POS) DEVICE QUICK REFERENCE GUIDE FOR PARENTS
for the New Jersey e-Child Care System (New Jersey ECC)

**This guide outlines the most common parent functions of the
New Jersey ECC point of service (POS) device.
The New Jersey ECC Provider User Manual provides more detailed information.**

Parent Functions

CHECK IN

Terminal Display	Parent Action
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 **(See * Note)**
APRROVED or DENIED	Transaction Complete

CHECK OUT

Terminal Display	Parent Action
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 **(See * Note)**
APRROVED or DENIED	Transaction Complete

PREVIOUS CHECK IN

Terminal Display	Parent Action
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 **(See * Note)**
APRROVED or DENIED	Transaction Complete

PREVIOUS CHECK OUT

Terminal Display	Parent Action
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 **(See * Note)**
APRROVED or DENIED	Transaction Complete

**New Jersey Department of Human Services
Division of Family Development (DFD)
E-Child Care**

ecc
E-CHILD CARE

New Jersey
ECC Parent Helpline
1-800-997-3333

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 provider.*

* *If your card is lost, stolen or damaged, you must call the New Jersey ECC Parent Helpline for a replacement.*

* *You must use the New Jersey ECC system to report attendance.*

Parent Helpline: 1-800-997-3333

E-CHILD CARE POINT OF SERVICE (POS) DEVICE QUICK REFERENCE GUIDE
for the New Jersey e-Child Care System (New Jersey ECC)

**This guide outlines the most common provider functions of the
New Jersey ECC point of service (POS) device.
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Provider Functions

REPORTS

Terminal Display	Provider Action
SWIPE CARD to Begin	Press F4
User Password:	Enter Password and press Enter
Provider Options	Press 1 for Reports
Reports	Select Report (see below)
DAILY ATTENDANCE REPORT	
Reports	Press 1 for Daily Attendance
Date: MM/DD	Enter Date (01/05) Press Enter
	Wait for report to print
SUMMARY ATTENDANCE REPORT	
Reports	Press 2 for Summary Attendance
Date: MM/DD	Enter Date (01/05) Press Enter
	Wait for report to print
EXCEPTIONS REPORT	
Reports	Press 3 for Exceptions
	Wait for report to print
CASE INQUIRY REPORT	
Reports	Press 4 for Case Inquiry
Enter Case #	Enter Case Number
	Wait for report to print

VOID

Terminal Display	Provider Action
SWIPE CARD to Begin	Press F4
User Password:	Enter Password and press Enter
Provider Options	Press 2 for Void Transactions
Enter Tran #	Enter Transaction Number Press Enter Wait for receipt
Printing Complete	

All voids must be made during the back swipe period

STORE AND FORWARD (SAF)

Terminal Display	Provider Action
SWIPE CARD to Begin	Press F4
User Password:	Enter Password and press Enter
Provider Options	Press 3 for Send SAFs

All SAF should be sent within the backswipe period.