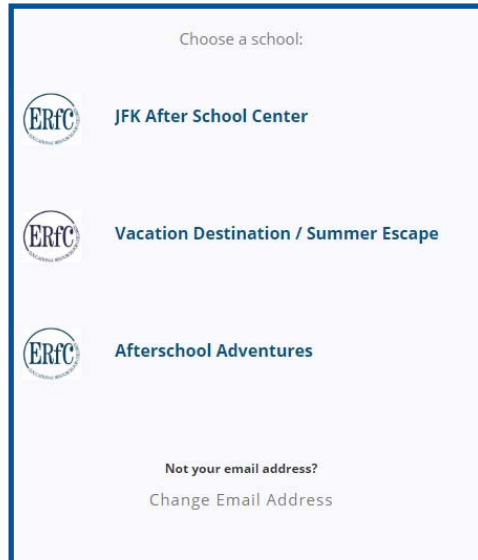





To access tax statements or other reports:

1. Log into the Parent Payment Portal using the email address and password associated with your ERfC account. Your MyProcure account home screen will look something like this:



Choose a school:

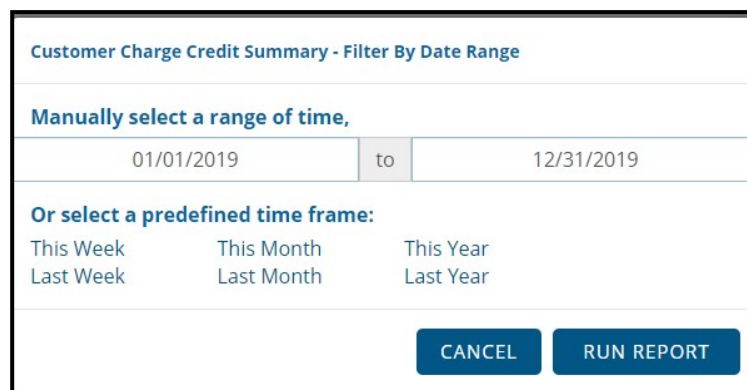
-  JFK After School Center
-  Vacation Destination / Summer Escape
-  Afterschool Adventures

Not your email address?
[Change Email Address](#)

2. Choose the center/site you want. At the top of the next screen you will see the report option.



3. After selecting "Reports", you may then choose "Customer Statement" or "Customer Charge Credit Summary" in the drop-down menu. Then you may enter the date range or select a predefined time frame such as "Last Year".



Customer Charge Credit Summary - Filter By Date Range

Manually select a range of time,

01/01/2019 to 12/31/2019

Or select a predefined time frame:

This Week	This Month	This Year
Last Week	Last Month	Last Year

[CANCEL](#) [RUN REPORT](#)

4. You may then print or save the report that is generated.