

**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)
APPROVED 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)
APPROVED 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)
APPROVED 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)
APPROVED or DENIED	Transaction Complete

**New Jersey Department of Human Services
Division of Family Development (DFD)
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