

**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.
The New Jersey ECC Provider User Manual provides more detailed information.**

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.	

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



**New Jersey
ECC Provider Helpline
1-877-516-5776**