

# How to Activate and Use your New Jersey e-Child Care Swipe Card

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## Step 1: Activate Your Card

- **Call 1-800-997-3333**
  1. Press 1 for English, Press 2 for Spanish
  2. Press 2 for Child Care
  3. Enter 16-digit card number
  4. Enter Cardholder's Date of Birth [Month/Day/Year] (example: April 05, 1982 would be 04051982)
  5. Create a 4-digit Pin number

## Step 2: Using Your e-Child Care Swipe Card

- If Provider uses a **POS Device**
  1. Swipe your card
  2. Key in your 4-digit PIN
  3. Choose Attendance Type
    - Check In, Check Out, Previous Check In, Previous Check Out, Absent, or Sick Day
  4. Follow on-screen instructions
  5. Press Enter
  6. Key in child number
  7. Press Enter
- If Provider **DOES NOT have POS Device**
  1. Call 1-800-997-3333 from provider's landline telephone, for Child Care, Press 2
  2. Enter Your 16-digit card number
  3. Enter Your 4-digit PIN
  4. To check-in/out, Press 1
  5. Check-In (1), Check-Out (2), Previous Check-In (3), Previous Check-Out (4)
    - Date MM/DD, press 1 if correct
    - Time HH/MM, press 1 if correct AM (1), PM (2)
  6. Enter 2-digit Child number followed by #, then press 1 if correct

