



## HOW TO CREATE A PIN CODE

To allow for a more secure and easier check-out process, parent's must set up a pin code for themselves and each person authorized to pick up their child. All pin codes must be unique to each person authorized to pick up, and cannot be the same as another user. We recommend using the last 6 to 8 digits of the driver's license or telephone number of the person authorized to pick up. Please see the instructions below on how to set up the pin code.

<p><b>STEP 1:</b> Login to the full/desktop version of the parent portal.</p> <p><a href="https://www.ezchildtrack.com/cfsdclubrewind/parent">https://www.ezchildtrack.com/cfsdclubrewind/parent</a></p>	
<p><b>STEP 2:</b> On the Home Page click "My Account" from the menu bar</p>	
<p><b>STEP 3:</b> Click "Change Pin"</p>	
<p><b>STEP 4:</b> Type in a pin code for each person authorized to pick up and click to save.</p> <p><input type="button" value="Change PIN"/></p>	
<p><b>NOTE:</b></p>	<p>After you have saved, if you have entered a pin that is already being used by another person you will receive the following error indicating pin is already in use, and will need to try a different pin code.</p>