

## How to Pay Child Care Balances Online:

1. Click [HERE](#) to go directly to [Online Registration \(Webtrac\)](#). If this is your first time using online registration, please visit our [Online Registration/Payment](#) page for in-depth instructions.
2. Enter your user name and password. To obtain your user name and password, please call Community Services at 730-4150 or email us at [comserv@ci.scarborough.me.us](mailto:comserv@ci.scarborough.me.us).
3. Click **My Account** then **Pay Old Balances**. If you have any unpaid balances, they will appear here.
4. Click on the orange shopping cart icon to add your balance to your shopping cart.
5. You will be given the option to **Continue Shopping**, **View Shopping Cart**, or **Proceed to Checkout**. When you are ready to pay, please select **Proceed to Checkout**.
6. Enter the amount you wish to pay today and the credit or debit card type (we accept Visa, Mastercard, and Discover. Click **Continue**.
7. Please enter all information for your chosen card, including your name, card number, card type, expiration date, address, zip code, and three-digit code on the back of the card (CVV/CID). Please make sure to double-check the expiration date entered on the screen. Click **Submit Transaction**.
8. Click on **View Confirmation Receipt** to review your receipt right away. Receipts may always be accessed through Webtrac by clicking **My Account** then **Receipt Reprint**. Double-click on any receipt to view your transactions, whether in office or online.
9. Click **Exit** to sign off.