

# Little Busy Bee

## Early Learning Center



Little Busy Bee ELC is now accepting payments online\*!!!

Quick, Easy, & Secure!!!

\*3.5% processing fee



Follow these instructions to set up your Little Busy Bee account today!

1. Go to the Little Busy Bee ELC website: [www.LittleBusyBeeELC.com](http://www.LittleBusyBeeELC.com)
2. Navigate to the "Parent Login" tab

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3. Create a member account or sign in if you already have an account. You can log in w/ Facebook, Google, or an email account.

### Sign Up

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

RISCC.MGMT@gmail.com \_\_\_\_\_

\_\_\_\_\_

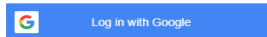
Sign up

Already a member? [Log In](#)

Close

### Log In

New to this site? [Sign Up](#)



or

Log in with Email

### Log In

New to this site? [Sign Up](#)

Email  
RISCC.MGMT@gmail.com

Password  
\*\*\*\*\*

[Forgot password?](#)

Log In

or log in with



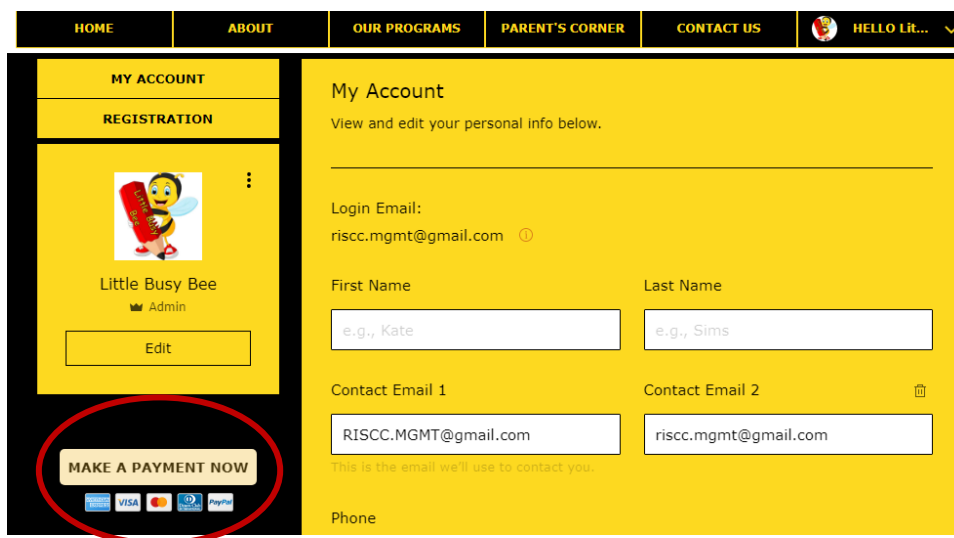
# LITTLE BUSY BEE ELC ONLINE PAYMENT INSTRUCTIONS

4. Navigate to “My Account.”

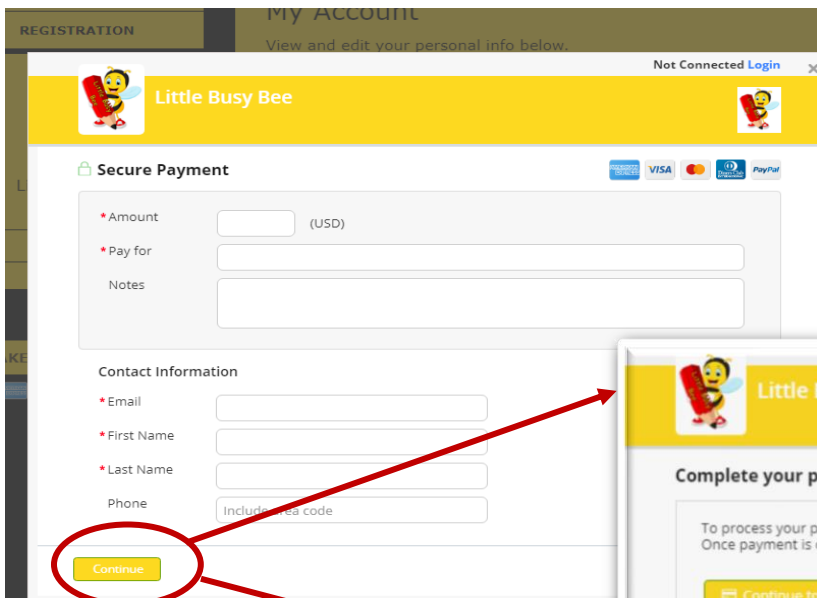


5. Select the “Make a Payment Now” option.

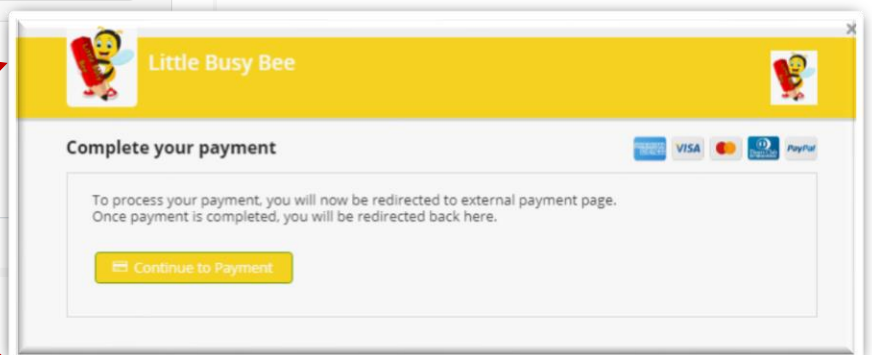
**NOTE:** All online payments will be assessed a 3.5% processing fee.



6. Enter your payment and contact information as shown below. Select “Continue” to be directed to PayPal’s secure payment options. Then select “Continue to Payment” to process your payment.

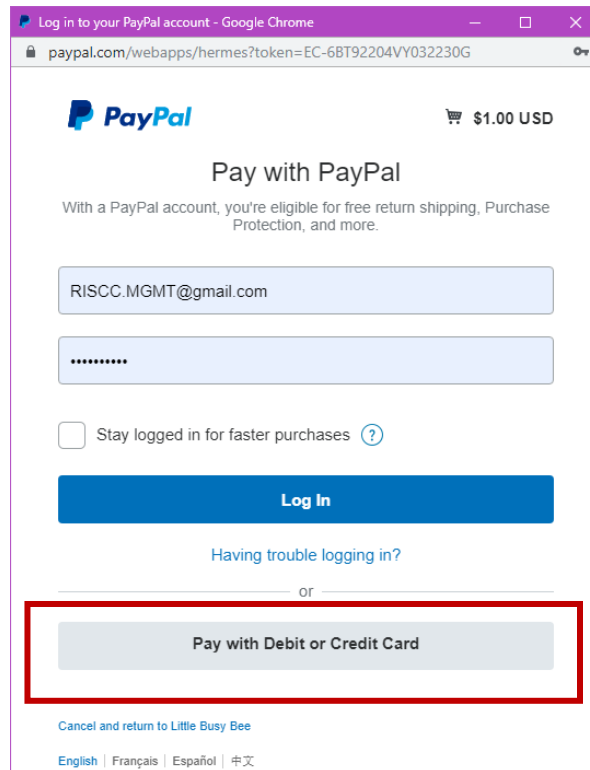


**NOTE:** When you enter your “Contact Information” on this page, your payment account is automatically set up. You can return to this account to view previous or pending payments and access additional features now available through the Online Payments (see page 4).



## LITTLE BUSY BEE ELC ONLINE PAYMENT INSTRUCTIONS

- a. If you do not have a PayPal account, you do not need to create one. You can pay as a guest. Simply choose the **“Pay with Debit or Credit Card”** option.
- b. If you do have a PayPal account, simply log in using your PayPal account credentials to pay either with a debit card, credit card, or bank account.



The image shows a screenshot of the PayPal login page in a Google Chrome browser. The page title is "Log in to your PayPal account - Google Chrome" and the URL is "paypal.com/webapps/hermes?token=EC-68T92204VY032230G". The page features the PayPal logo, a shopping cart icon with "\$1.00 USD", and the heading "Pay with PayPal". Below the heading, it states: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." The login form includes a text input field for the email address "RISCC.MGMT@gmail.com", a password field with masked characters ".....", and a checkbox for "Stay logged in for faster purchases" with a help icon. A blue "Log In" button is present. Below the button, there is a link "Having trouble logging in?". A red box highlights the "Pay with Debit or Credit Card" button, and a red arrow points to it from the right. At the bottom, there is a link "Cancel and return to Little Busy Bee" and language options: "English | Français | Español | 中文".

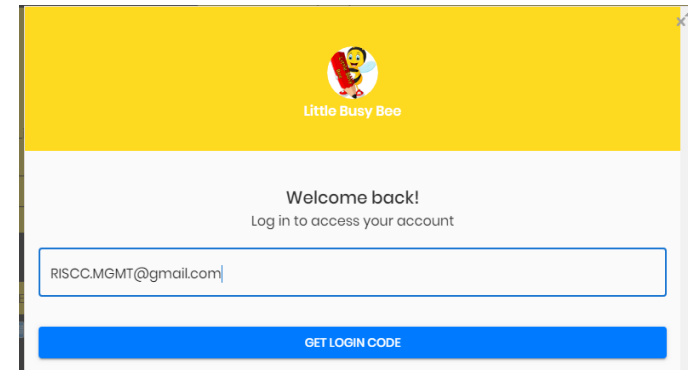
7. Follow the PayPal instructions to complete your payment. You will be redirected to the Little Busy Bee ELC website upon completion of your transaction.

# LITTLE BUSY BEE ELC ONLINE PAYMENT INSTRUCTIONS

## ADDITIONAL ACCOUNT FEATURES

When you enter your **“Contact Information”** on the **“Secure Payment”** page, your payment account is automatically set up. You can return to this account to view previous or pending payments and access additional features now available through the Online Payments.

1. Submit your email address and a Secure Code will be sent to your email address to allow you to access your account in order to view payment information and documents. You can also upload files, submit emails, or schedule an appointment with your child’s teacher.



- a. Once you enter the **“Login Code”** that was emailed to you, you will see the screen below. Select the **“Menu”** button (☰) or plus sign (+) for more account options.

