

# Financial- How to add or update a check unlock code

Last Modified on 12/07/2020 7:17 am EST

Check unlock codes allow families the ability to register for a program without paying the registration or other fees up front. These codes would need to be given to parents in order for them to be able to use a code during registration.

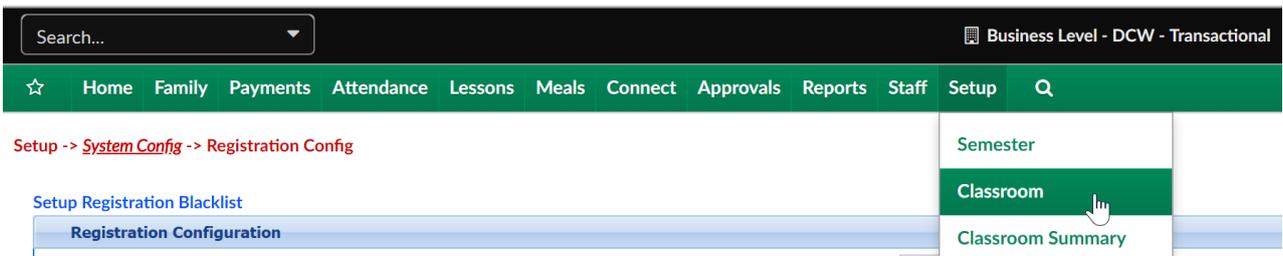
From the Setup menu, select System Config, then select the registration tile.

The screenshot shows a software interface with a top navigation bar containing a search field and the text "Business Level - DCW - Transactional". Below this is a green navigation menu with items: Home, Family, Payments, Attendance, Lessons, Meals, Connect, Approvals, Reports, Staff, Setup, and a search icon. The "Setup" menu is open, displaying a list of options: Semester, Classroom, Classroom Summary, Rates, Fees, Vacation, Third Party, Schedule, Bus, Health, Checklist, Daily Sheets, Admins, and System Config. A mouse cursor is pointing at the "System Config" option. In the background, a "Classroom List" table is visible with columns for Center and Classroom. The table contains three rows of data:

| Center                      | Classroom  |
|-----------------------------|------------|
| DCW Transactional- Center 1 | AM, Bef    |
| DCW Transactional- Center 1 | Flexible C |
| DCW Transactional- Center 1 | PM, Afte   |

Then select Registration-





Select the name of a Category

**Setup -> Classroom**

**Search Panel**

Semester:

**FILTER**

**Actions** ▾

**Child Care (7)** | School Age Enrichment Program

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**Center Level - Classrooms**

| Category   | Classroom |
|--|-----------|
| <p><b>Child Care</b></p> <p>7 Programs - Show/Hide</p> <p><a href="#">Upload a Category Picture (Registration Setup)</a> ↻</p> <p><a href="#">(Registration Confirmation Question)</a> ↻</p> |           |

Change Opt Out of Unlock Code for Checks to No and then enter the text/numbers that parents will use to unlock the check option during registration.

Opt Out of unlock code for checks:

Use Time Constraints:

Check Unlock Code:

Scroll to the bottom of the page and Save.

To update a Check Unlock code go to either area and type over the text that is in the check unlock field, then Save.