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.

 (\mathbf{O}) Search... Business Level - DCW - Transactional Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Q ☆ Setup Semester Home Information Classroom **Classroom List Classroom Summary** 31 6 Rates Center Classroon М Т Information hedu Semester DCW Transactional- Center 1 AM, Befc 7 Fees 5 DCW Transactional- Center 1 Flexible (0 0 Vacation ()DCW Transactional- Center 1 1 PM, Afte 2 2 * **Third Party** Billing Birthday Schedule Bus 0 1 282 Health Registrations Changes New Family Checklist **Daily Sheets** 0 0 2 Admins Program Changes Live Ratios K < Records from 1 to 3 > > 🏥 age System Config

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

Then select Registration-

Setup -> System ConfigImage: Config</th

Enter the unlock code you want to give to parents to pay by check, then scroll to the bottom of the page and press Save.

etup Registration Blacklist	
Registration Configuration	
Registration Version:	Enhanced - Version 2 🔻
DCW Connect Registration Type:	New Look and Feel - Catalog View •
Reconfirmation Date:	03/06/2018
Reconfirmation Text:	
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Please review all child, parent and contact detail prior to registering your ch Two contacts MUST be entered on this page prior to registering or you	nild(ren) in a new program/room assignment. will not be able to complete the process.
Registration Fee Paid First(if by Credit Card):	No 🔻
Inlock check payment option:	Unlock1

You can also specify a check unlock code by specific category. Go to Setup > Classroom

Search Business Level - DCW - Transact								Transactional					
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q	
Setup -> <u>System Config</u> -> Registration Config							Seme	ster					
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Select the name of a Category

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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:	No 🔻			
Use Time Constraints:	No 🔻			
Check Unlock Code:	ChildCareUNLOCK			

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.