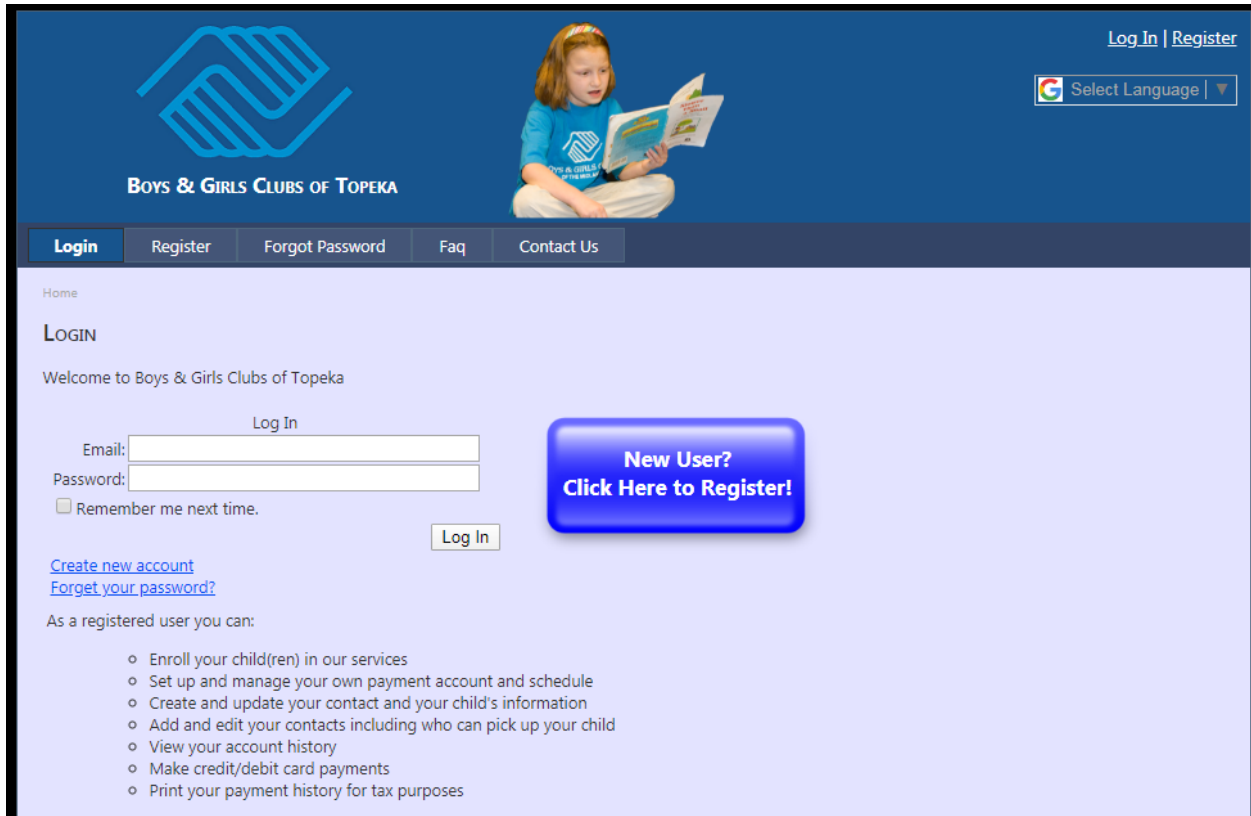
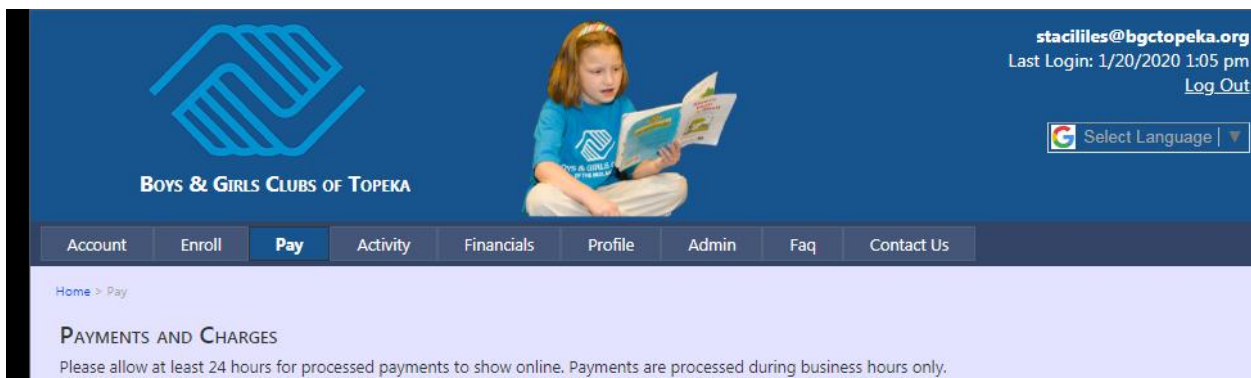


Go to www.bgctopeka.com click on the words Parent Portal. It will take you to this log in screen. Go ahead, enter your log in credentials.



The screenshot shows the login page for the Boys & Girls Clubs of Topeka. At the top, there is a navigation bar with the logo on the left, a photo of a child reading a book in the center, and "Log In | Register" on the right. Below the logo is the text "BOYS & GIRLS CLUBS OF TOPEKA". A "Select Language" dropdown menu is also present. A secondary navigation bar contains buttons for "Login", "Register", "Forgot Password", "Faq", and "Contact Us". The main content area is titled "Home" and "LOGIN". It includes a welcome message, a "Log In" heading, and a form with fields for "Email:" and "Password:". A "Remember me next time." checkbox is below the password field. A "Log In" button is to the right of the form. A large blue button with white text says "New User? Click Here to Register!". Below the form are links for "Create new account" and "Forget your password?". A section titled "As a registered user you can:" lists several services: Enroll your child(ren) in our services, Set up and manage your own payment account and schedule, Create and update your contact and your child's information, Add and edit your contacts including who can pick up your child, View your account history, Make credit/debit card payments, and Print your payment history for tax purposes.

Once you are a logged in go to the Pay tab at the top of your screen.



The screenshot shows the "Pay" page for the Boys & Girls Clubs of Topeka. The top navigation bar is identical to the login page, but the "Log In | Register" text is replaced by the user's email "stacililes@bgctopeka.org", the last login time "Last Login: 1/20/2020 1:05 pm", and a "Log Out" link. The secondary navigation bar now has "Pay" highlighted. The main content area is titled "Home > Pay" and "PAYMENTS AND CHARGES". It includes a notice: "Please allow at least 24 hours for processed payments to show online. Payments are processed during business hours only."

Look for this button below each child's account information. Click it.

[View/Print Annual Payment Summary Reports \(2019-2020\)](#)

This is your annual payment summary for you child.

Select Calendar Year: 2019 ▼ ANNUAL PAYMENT SUMMARY REPORT [Print this report](#) Close

BOYS & GIRLS CLUBS OF TOPEKA
Annual Payment Summary Report
For: Bob M Test
 Jan 2019 To Dec 2019

| | |
|--|---|
| Member Info: Bob M Test 5829 SE Woodring Rd berryton, KS 66409 Member #: 2126 | Unit Info: Adams 550 SE 27th St. Topeka, KS 66605 Phone: (785) 234-5601 Fax: (785) 234-4512 Tax ID: 48-0636732 |
|--|---|

| Account | Jan | Feb | Mar | Apr | May | Jun |
|-----------------|-----|-----|-----|-----|-----|-----|
| School Year | | | | | | |
| Unallocated | | | | | | |
| Total Pays: | | | | | | |
| Refunded | | | | | | |
| Overall Totals: | | | | | | |

| Account | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----------------|-----|-----|-----|-----|-----|--------|--------|
| School Year | | | | | | \$0.60 | \$0.60 |
| Unallocated | | | | | | | \$0.00 |
| Total Pays: | | | | | | \$0.60 | \$0.60 |
| Refunded | | | | | | | \$0.00 |
| Overall Totals: | | | | | | \$0.60 | \$0.60 |

Select Calendar Year: 2019 ▼ (SCROLL DOWN TO VIEW IF NECESSARY) [Print this report](#) Close