

## Paying a balance online in Daxko

- Access the South Shore YMCA website [SSYMCA.org](http://SSYMCA.org)
- At the bottom of the main screen click on **SSYMCA ACCOUNT LOGIN**
- The options below will be displayed

The image shows three distinct panels for account management. The first panel, titled 'I want to sign in to my account', contains input fields for 'Email Address' and 'Password', a 'Forgot your password?' link, and a 'Sign In' button. The second panel, titled 'I want to set up online access for my account', provides instructions for existing members and a 'Find Account' button. The third panel, titled 'I don't have an account, but I want to create one', provides instructions for new users and a 'Sign Up' button.

- Login using your email address and password
- Or select the appropriate option to set up an account
- Once logged in the **My Account window** will be displayed from this page you can:
  - Edit contact information
  - Add or change payment methods that you have on file
  - Produce your tax statement for child care expenses
- To view and pay balances click on **My Balance** at the top of the screen
  - **Click on Pay Fees Now** then follow the prompts to complete the payment.
- To view your payment history click on the **Payment History tab**. You will be prompted to enter the date range for the payment history.
- To search for programs click on the **Program Search tab**.