

**POS DEVICE QUICK REFERENCE CARD
for the Ohio Electronic Child Care (Ohio ECC) System**

This guide outlines the most common caretaker (parent) functions of the Ohio ECC point of service (POS) device.

The Ohio ECC Provider User Manual provides more detailed information.

Caretaker Functions

CHECK IN	
POS Display	Steps for Caretaker
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 1
Enter Child 1 #	Enter assigned 2-digit child # (ex. 01) Press Enter (See * Note)
APPROVED or DENIED	Transaction Complete

CHECK OUT	
POS Display	Steps for Caretaker
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 2
Enter Child 1 #	Enter assigned 2-digit child # (ex. 01) Press Enter (See * Note)
APPROVED or DENIED	Transaction Complete

PREVIOUS CHECK IN	
POS Display	Steps for Caretaker
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 3
Date: MM/DD	Enter MM/DD (ex. 01/05) Press Enter
Time: HH:MM	Enter HH:MM (ex. 08:00) Press Enter
1-AM / 2-PM ?	Enter 1 for AM or 2 for PM
Enter Child 1 #	Enter assigned 2-digit child # (ex. 01) Press Enter (See * Note)
APPROVED or DENIED	Transaction Complete

PREVIOUS CHECK OUT	
POS Display	Steps for Caretaker
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 4
Date: MM/DD	Enter MM/DD (ex. 01/05) Press Enter
Time: HH:MM	Enter HH:MM (ex. 08:00) Press Enter
1-AM / 2-PM ?	Enter 1 for AM or 2 for PM
Enter Child 1 #	Enter assigned 2-digit child # (ex. 01) Press Enter (See * Note)
APPROVED or DENIED	Transaction Complete

**Ohio ECC
Caretaker Helpline
1-888-796-4322**

 **Department of
Job and Family Services**

IMPORTANT REMINDERS

- * *NOTE: If you are recording the same action for more than one child, key in the next assigned 2-digit child # and press Enter. When all children have been recorded, press Enter again.*
- * **Do not leave your swipe card with a provider.**
- * *If your card is lost, stolen or damaged, you must call the Ohio ECC Caretaker Helpline for a replacement.*
- * *You must use the Ohio ECC system to report attendance.*

**POS DEVICE QUICK REFERENCE CARD
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**This guide outlines the most common provider functions of the
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Provider Functions

REPORTS	
POS Display	Steps for Provider
SWIPE CARD to Begin	Press F4
User Password:	Enter Password Press Enter
Provider Options	Press 1 for Reports
Reports	Select Report (see below)
DAILY ATTENDANCE REPORT	
Reports	Press 1 for Daily Attendance
Date: MM/DD	Enter Date (ex. 01/05) Press Enter
	Wait for report to print
EXCEPTIONS REPORT	
Reports	Press 2 for Exceptions
Date: MM/DD	Enter Date (ex. 01/05) Press Enter
	Wait for report to print

PRINTING ON/OFF	
POS Display	Steps for Provider
SWIPE CARD to Begin	Press F4
User Password:	Enter Password Press Enter
Provider Options	Press 4 for Turn Printing On/Off
The Provider Options menu will indicate if printing is on or off	

VOID	
POS Display	Steps for Provider
SWIPE CARD to Begin	Press F4
User Password:	Enter Password Press Enter
Provider Options	Press 2 for Void Transactions
Enter Tran #	Enter Transaction Number Press Enter Wait for receipt
All voids must be made during the back swipe period	

STORE AND FORWARD (SAF)	
POS Display	Steps for Provider
SWIPE CARD to Begin	Press F4
User Password:	Enter Password Press Enter
Provider Options	Press 3 for Send SAFs
Store and Forward transactions must be sent within 5 days	

**Ohio ECC
Provider Helpline
1-888-516-4776**

 **Department of
Job and Family Services**