

## **EzChildTrack Profile Update Instructions:**

To ensure your child's site has the most accurate contact information for your child(ren), we are asking our parents to please review their account to make necessary changes:

1. Sign into your EzChildTrack account and select the **MY ACCOUNT** Tab from the home page.
2. Review contact information for the Primary and Secondary Account Holders.
3. Review the Emergency and Pick-Up Only contacts for each child.
4. If changes are needed, select Change Account Information.
5. At this time the only changes that can be made online are for the Primary and Secondary Account holder's address, phone number and selecting email address used. Make needed changes and Submit Changes.
6. Select the **CONTACT US** tab and submit via email any other changes needed to your account such as email address change, additions, deletions, or changes to Emergency and Pick Up contact information, and medical information changes. Please allow 3 business days for changes to appear on your account.
7. If you have questions, contact our Business Office at 317-867-8017 or 317-867-8008.