

Access to Kids' Company Online Account

Go to: <http://waconia.registryinsight.com/>

- #1. Click on the "My Account" tab
- #2. Enter your home phone number and password
- #3. Under My Account click on "history"

After you choose "history" there is a place to select "Schedule for Program Year".
(Will automatically show current program year, change for previous year information)

- #5. Class name will appear click on "start date".

To Pay an Invoice just click on the box to the right of the invoice you wish to pay and follow the steps.

To Print a Receipt just click on the "r" to the right of any payment and a receipt will be generated for that payment.

To Change Password

After you enter your phone number and password go to the bottom of the screen to: [change password](#) Click and change.

To Change Credit Card Information

Under My Account click on "**Manage Payment Methods**"

Then just edit the credit card information.

To Access Tax payment information

Under My Account click on "**Documents**"

From there, simply select the tax year you wish to view and print.

To Fill Out Questionnaires

Click on the questionnaire you need to fill out or update, when finished click "update" at the end.

[SACC- Child Intake](#)

[SACC- Permission Forms](#)

[SACC-Emergency Info](#)

Please feel free to contact:

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