

**E-CHILD CARE POINT OF SERVICE (POS) DEVICE QUICK REFERENCE GUIDE FOR PARENTS  
for the New Jersey e-Child Care System (New Jersey ECC)**

This guide outlines the most common parent functions of the  
New Jersey ECC point of service (POS) device.  
The New Jersey ECC Provider User Manual provides more detailed information.

**Parent Functions**

<b>CHECK IN</b>	
Terminal Display	Parent Action
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

<b>CHECK OUT</b>	
Terminal Display	Parent Action
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

New Jersey Department of Human Services  
Division of Family Development (DFD)  
E-Child Care



**New Jersey  
ECC Parent Helpline  
1-800-997-3333**

<b>PREVIOUS CHECK IN</b>	
Terminal Display	Parent Action
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 3 Prev Check In
Date: MM/DD	Enter MM/DD (01/05) Press Enter
Time: HH:MM	Enter HH:MM (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

<b>PREVIOUS CHECK OUT</b>	
Terminal Display	Parent Action
SWIPE CARD to Begin	Swipe card
Please ENTER PIN	Enter 4-digit PIN Press Enter
Attendance Type?	Press 4 Prev Check Out
Date: MM/DD	Enter MM/DD (01/05) Press Enter
Time: HH:MM	Enter HH:MM (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

**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 New Jersey ECC Parent Helpline for a replacement.*

*You must use the New Jersey ECC system to report attendance.*

*Parent Helpline: 1-800-997-3333*