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## REGISTERING AND MANAGING YOUR ESS ACCOUNT ONLINE

The La Mesa-Spring Valley Extended School Services program has streamlined how families register, schedule and pay for childcare via the Eleyo platform with a simple and self-service approach. With simplified billing and registration, our team can focus on what matters – children and their families.

## Create an account:

If you do not have an Eleyo account, you can create an account by visiting https://lmsvschools.ce.eleyo.com/. Click on CREATE ACCOUNT



Follow the prompts to answer all of the questions to register a new account. Once complete, you can manage your account and register for the ESS program.

## Below are tips for managing your account:

## **LOG IN**

1. Go to https://lmsvschools.ce.eleyo.com and log in with your email address and password by selecting the Sign In button on the top right of your screen.

NOTE: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.

2. Access your dashboard by selecting Explore All Programs at the top, right side of the screen and select the link to your View Your Dashboard.

-OR-

Register by selecting Explore All Programs, select Extended School Services, then select Registration. On the registration page you are able to register a new contract for the available seasons under New Contact.

