

## [VIDEO] Approve Payers for ePay

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CST

Before payers can begin paying invoices online, you must set up KidKare Accounts for them. Watch our quick video to learn more, or scroll down for text instructions!

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To set up a payer to pay invoices online:

1. From the menu to the left, click **Home**.
2. Click **My Participants**.

**Note:** This page may be called something else according to your settings. For example, if you call your participants Kids, this page is called Kid Information. See [Set Display Settings](#) for more information.

3. Select a participant.
4. In the Primary Guardian section, click **Edit**. The Edit Information page opens.
5. Click **Payer**.
6. Ensure the payer has a valid email address.
7. Click **KidKare Account**. A welcome message is automatically sent to the payer.

The screenshot shows the KidKare interface for editing the information of Sam Sykes. The left sidebar contains navigation options: Home, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main content area is titled 'Primary Guardian' and includes a notification: 'An email will be sent to this contact at the provided email address to set up a Parent Portal if one does'. Below this is a 'Details' section with the following fields:

- Role:  Primary Guardian,  Guardian,  Other
- Pick up child:  Payer, 100 %  KidKare Account
- \* First Name: Tim
- Middle Name: (empty)
- \* Last Name: Sykes

**Note:** If a payer already has a KidKare account, you cannot select the KidKare Account option. If the payer loses their login information, they can reset their password on the KidKare Login page.