

How to Activate and Use your New Jersey e-Child Care Swipe Card

Step 1: Activate Your Card

- **Call 1-800-997-3333**
 1. Press 1 for English, Press 2 for Spanish
 2. Press 2 for Child Care
 3. Enter 16-digit card number
 4. Enter Cardholder's Date of Birth [Month/Day/Year] (example: April 05, 1982 would be 04051982)
 5. Create a 4-digit Pin number

Step 2: Using Your e-Child Care Swipe Card

- If Provider uses a **POS Swipe Card Machine**
 1. Swipe your card
 2. Key in your PIN
 3. Choose Attendance Type (Check In, Check Out, Previous Check In, Previous Check Out, Absent, or Sick Day)
 4. Follow on-screen instructions
 5. Press Enter
 6. Key in child number
 7. Press Enter
- If Provider **DOES NOT** have **Swipe Card Machine**
 1. Call 1-800-997-3333 from provider's landline telephone
 2. For Child Care, Press 2
 3. Enter Your Card Number
 4. Enter Your PIN
 5. Follow the voice prompted instructions