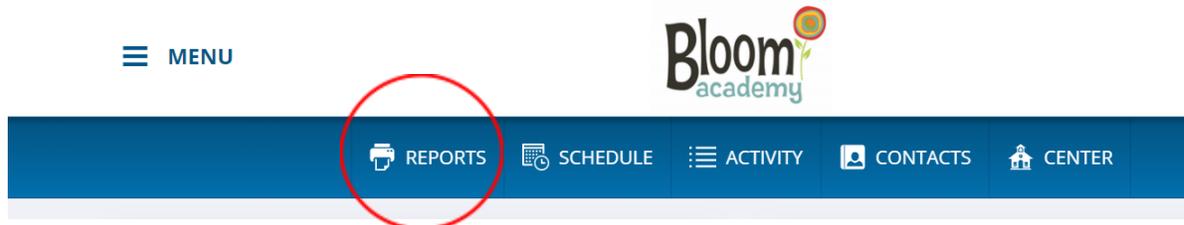


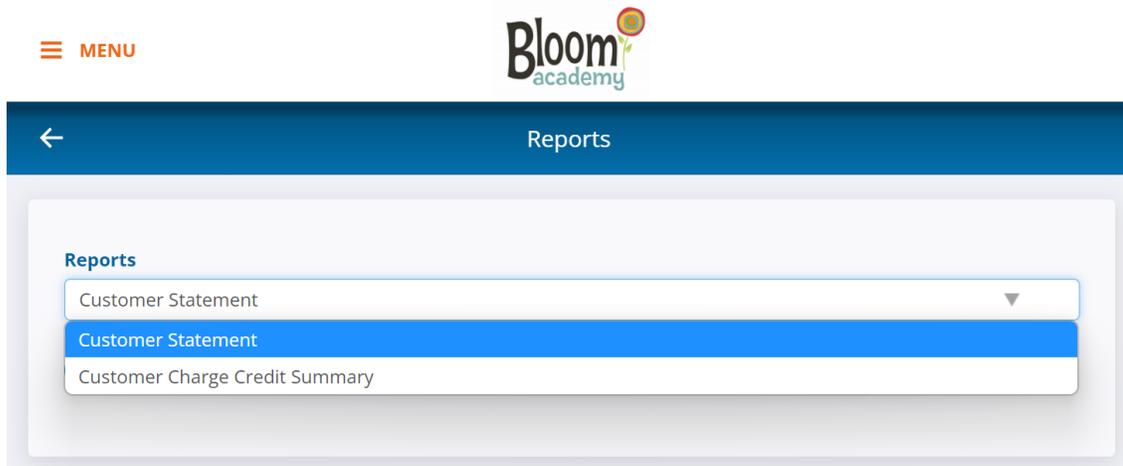
Procare Statement How To

Below you will find a step by step guide on how to generate a statement from your MyProcare account. Center leadership can also print statements directly for you in person if needed!

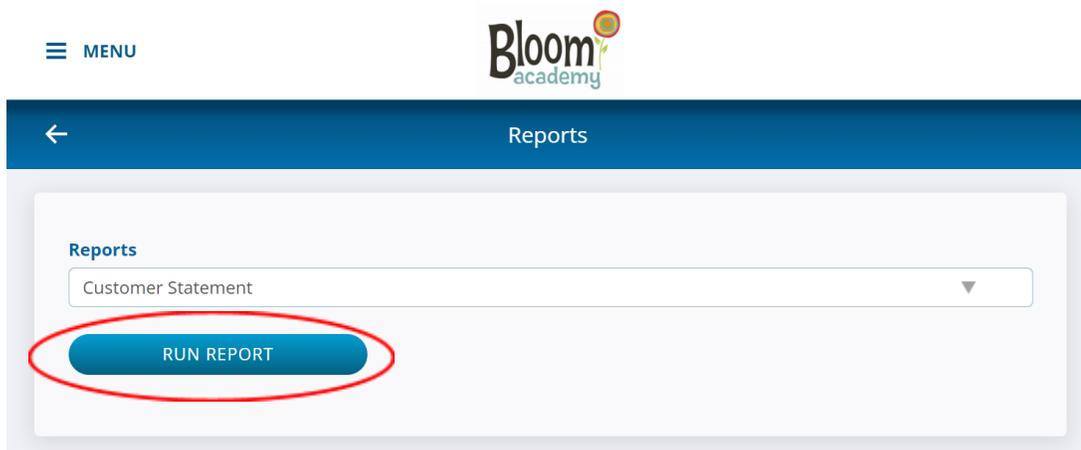
1. Visit <https://www.myprocare.com/> and login with your email address you used to set up your account.
2. At the top of the landing page, you will select the REPORTS tab.



3. From the drop down menu, you will be able to select either 'Customer Statement' or 'Customer Charge Credit Summary'.



4. After selecting your preferred report, you click 'RUN REPORT'



5. A new menu will appear, allowing you to select your preferred report dates. Once you have selected your desired date range, you will select 'RUN REPORT'.

Customer Statement - Filter By Date Range

Manually select a range of time,

1/10/2022 to 1/11/2022

Or select a predefined time frame:

This Week This Month This Year
Last Week Last Month Last Year

CANCEL RUN REPORT

6. Your custom report will be generated in a new tab for your review. At the top right hand side of your report, you will see our Tax ID, should you need those details for FSA claims or tax reporting.

Bloom Academy Punta Gorda
24368 Airport Road
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Should you need any further assistance,
our Bloom Admin Teams will be happy to help!