

To PAY OPEN DOOR ONLINE:

1. Go to <http://www.yukonceonline.com>.
2. Click on the **<My Profile>** tab.
3. Log on with your e-mail address as the User ID along with your password. (If you've forgotten your password, click "forgot password" and you'll be emailed a temporary password, which will allow you to reset your password.)
4. Click on the **<My Child Care>** button (located on the upper right hand corner of the screen). When this button is clicked, a detailed Child Care statement will be displayed.
5. Click on the **<Review Account and Pay>** button (located on the bottom of the summary). When this button is clicked, a summary of your Child Care statement will be displayed.
6. Enter the amount of your payment and click on the **<Make Payment>** button.
7. The payment screen is displayed next. This screen will display the total amount due, amount of the current payment, and the balance due (if any). Enter your credit card details and click on the **<Continue>** button.
8. The payment verification screen is displayed next. Verify the payment amount and the credit card details and click the **<Complete Payment>** button to finish your online payment.

Open Door payments are due the 17th of each month. Please make sure payments arrive in the Community Education office in time to be posted by the 20th, which ends the three-day grace period.

If you do not wish to pay with a credit/debit Card online, you may continue to pay with cash, check, or credit card at the Community Education office at 600 Maple or by phone at 405-354-2579.

