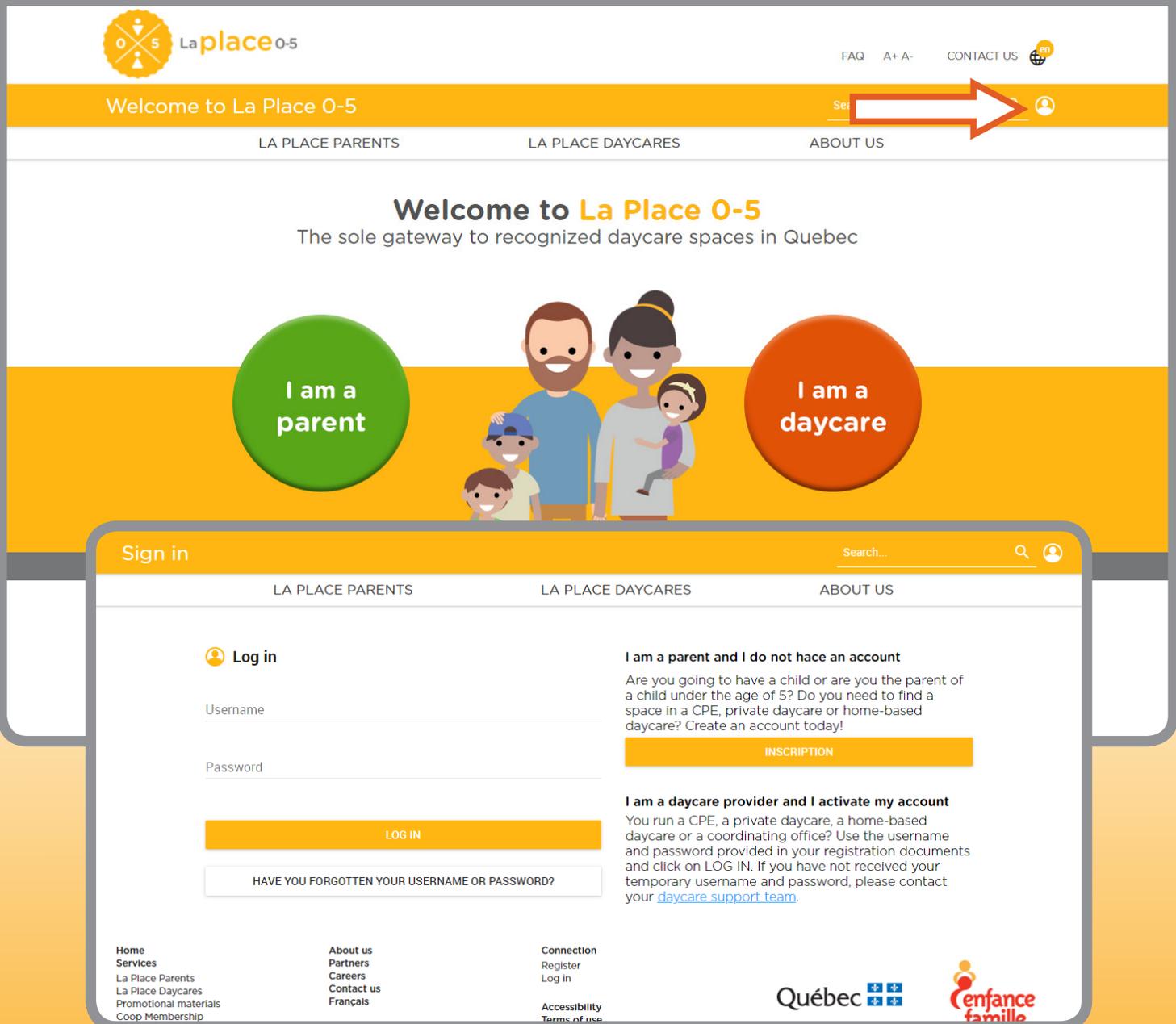


Procedure for the Passerelle 0-5 Activation

- 1 Go to the La Place 0-5 website and log into your daycare manager or coordinating office account:



The screenshot shows the La Place 0-5 website interface. At the top, there is a navigation bar with the logo, a search bar, and links for FAQ, A+ A-, and CONTACT US. Below the navigation bar, there are three main sections: LA PLACE PARENTS, LA PLACE DAYCARES, and ABOUT US. The main content area features a large illustration of a family (a man, a woman, and two children) with two circular callouts: "I am a parent" (green) and "I am a daycare" (orange). Below this, there is a "Sign in" section with a search bar and three tabs: LA PLACE PARENTS, LA PLACE DAYCARES, and ABOUT US. The "Sign in" section contains a "Log in" form with fields for Username and Password, a "LOG IN" button, and a link for "HAVE YOU FORGOTTEN YOUR USERNAME OR PASSWORD?". To the right of the form, there are two sections: "I am a parent and I do not have an account" with an "INSCRIPTION" button, and "I am a daycare provider and I activate my account" with a "LOG IN" button. The footer contains links for Home Services, About us, Connection, and Accessibility, along with the Québec and Enfance famille logos.

2

Once you are logged in, click on Passerelle 0-5 in the right-hand menu:

MY WINDOW

Presentation of my daycare

URL: ATTENTION: Vous devez indiquer http:// OU https:// devant votre URL selon votre cas. Sans cela, le lien ne sera pas fonctionnel.

Description: 800 French

Age groups: Infants: 0-17 months 18 months +

- My profile
- Update my window
- My e-learning tools
- My newsletters
- Contact the support team
- Change my password
- Passerelle 0-5**
- Mass mail history

3

At the bottom of the presentation page, click first on the “View and accept the Terms of Use of Passerelle 0-5” button. Read them carefully, tick the “I accept the Terms of Use of Passerelle 0-5” box and click “Accept”.

IMPORTANT: For the transfer to work, you will need to have changed the status for the children who have a space in your facility to “Attending”.

If you use Enfantin or ACCEO, you must:

- Subscribe to Passerelle 0-5 to authorize access to your “Attending” children’s confidential data**
 - Click on View and Accept the Passerelle 0-5 terms of use, and agree,
 - Pay your yearly subscription (\$50/year)
 - with a credit card (secured connection through Paypal)
Your subscription will automatically be activated upon payment with a credit card.
 - or choose to pay by cheque.
Our daycare support team will confirm the Passerelle 0-5 activation upon receipt of payment.
- Subscribe to this function through your management software provider.**

If you have any questions, feel free to contact our La Place 0-5 daycare and CO support team by email: soutien@laplace0-5.com or by phone: 514 SDG(734)-0055 / 1 844 SDG(734)-0055.

For more information on how to subscribe to this function in your management software, here is their contact info:

Enfantin	ACCEO Services de garde
Mondo Jeunesse	ACCEO Solutions
bonjour@mondajeunesse.com	servicesdegarde.info@acceo.com
514 990-1625	514 985-0550
1 877 990-1625	1 800 463-5066

REMINDER

We strongly recommend using Chrome for a browser to fully access the tool's features.

Did you think to update your voicemail message?
This is what we suggest: “To register your child on our waiting list, please contact La Place 0-5 through their website, www.laplace0-5.com, or by phone with their customer service representatives at 514 270-5055 or 1 844 270-5055. You will be able to create an account and register your child on our waiting list or update their file.”

See and accept the Terms of Use of Passerelle 0-5.

Passerelle 0-5 is not enabled for this installation.

Pay by card

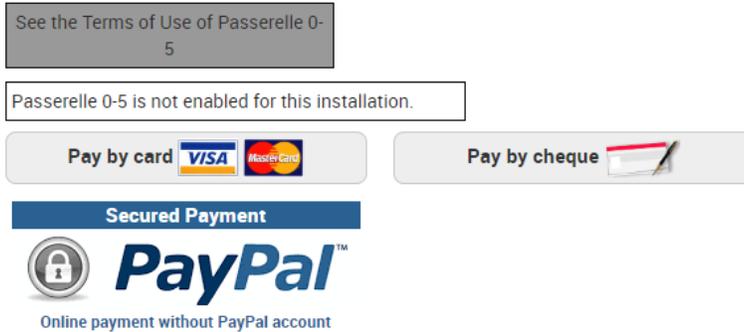
Pay by cheque

Secured Payment

PayPal
Online payment without PayPal account

4

Once the terms of use have been accepted, the “Pay by credit card” and “Pay by cheque” buttons will become active. By clicking one or the other, a window will pop up, showing you the total amount owed to activate Passerelle 0-5 for your daycare(s).



For a payment by credit card, click on “Confirm and Pay” to access the card payment window. Fill in the fields and click on “Pay” to submit your payment. A message will confirm whether the transaction has been successfully completed. Once the payment is completed, you will have immediate access to Passerelle 0-5 within your management software!

You are about to activate Passerelle 0-5 for the following list:

- 123 daycare, 456 1st avenue, Montreal

Passerelle 0-5 allows you to transfer information from children marked as “Attending” to your management software for 1 facility(ies). Subscription fees are 50\$ x 1 facility(ies). Your total subscription fee is 50\$.

Close Confirm and pay

If you would prefer to pay by cheque, click on the “Pay by cheque” button and follow the instructions in the pop-up window. Your Passerelle 0-5 will be activated upon receiving your payment.

To activate Passerelle 0-5, please send a cheque for 50\$ x 1 installations, for a total amount of 50\$.

This amount will cover the subscription fees for the following installation(s) :

- 123 daycare, 456 1st avenue, Montreal

Please make cheque payable to Coopérative Enfance Famille and send it to our mailing address at:

Coopérative Enfance Famille
7000, avenue du Parc, Bureau 214
Montréal (Québec)
H3N 1X1

Important : The daycare and BC support team will confirm you that Passerelle 0-5 has been activated as soon as your payment is received.

Print Close