

## My Enrichment Online Registration Process

To register online go to [www.myenrichment.com/store](http://www.myenrichment.com/store).

1. Create an account (use your email as login). Your account information will show up under My Family (to your left)
2. Select My Family. Create other family member information; guardians, child, doctor.

**IMPORTANT:** You must input your child's information here FIRST. If child information is not in the My Family section, it will not show up as a person under the My Orders section. Don't forget to input/update your child's information with his/her TEACHER at the beginning of each school year. The teacher can then be notified that your child is attending an enrichment program.

3. Select My Orders, add order, Location, Vendor, Program Code, Person (drop down will show your child's name only if you inputted it under My Family. Select add. Continue with the process until all registrations are complete for that order. Hit next.
4. Check the acknowledgments, hit next.
5. Input credit card information (or send check to My Enrichment, 9866 E. 27th Drive, Denver CO 80238). Hit next.
6. If you input a credit card, your summary order will have a Yes under Credit Card Used but will still show a balance due amount. Once credit card is processed the balance due will become \$0. We process credit cards in batch after 10:00 pm and send a registration report by email.