

Instructions for Printing Payment Receipts for VRBP

PROCARE is the software used by VRBP and once you have registered, you will have an account in PROCARE. To access the PROCARE Parent Portal, use the email address and password you entered when registering.

To **PRINT A RECEIPT** for any payments made to VRBP:

- Login to PROCARE at www.myprocare.com using your personal email & password
- Select “REPORTS” from the Options at the top of the screen
- Select “CUSTOMER STATEMENT” from the report drop down
- Select “RUN REPORT”
- Select the option that meets your report needs
 - “THIS MONTH” if you want the current month’s payment receipt or
 - “LAST YEAR” if you need a receipt for the entire previous calendar year
- Select “RUN REPORT” again to get your receipt

The VRBP Tax ID (EIN #) is at the top of the report.