#### FREQUENTLY ASKED QUESTIONS

#### How do I change my address or contact information?

Click on "My Account" and there is a section for personal information. In the personal information section you have the ability to change your password, change address, change cell phone numbers, add and update family information.

## How do I know my registration or credit card transaction is complete?

Once your registration is completed you will receive a receipt at the end of the transaction. If you wish to double check your enrollment into a class you can click on "My Account" and then "Get a list of history transactions.

#### Can I register safely online?

We do not keep credit card information on our website; your transaction is secure with 128 bit encryption.

### Can I view classes that I have taken in the past?

Click on "My Account" and then click on "Account History".

#### What can I do if I sign up for the wrong class?

Please call the KCC office at 525-0292 Monday – Friday (10:00 - 3:00 pm) and we will be happy to transfer you to the correct class.

# What is KCC Federal Tax IDS childcare and flexible spending account reporting

KCCs Federal Tax ID # is 94-1491933

**Kensington Community Council**