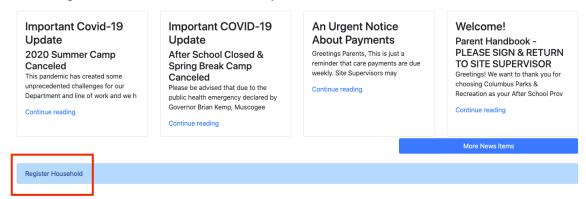# Registration
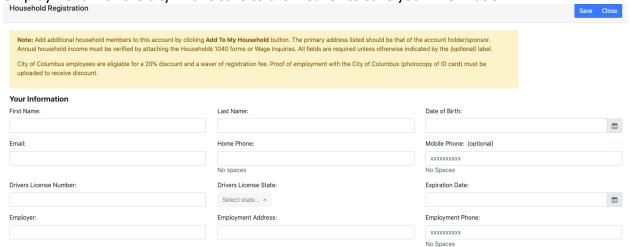
1. Browse to https://prafterschool.apps.columbusga.gov
2. If you already have an account click "Sign In" and skip to step (7), if you need to create an account choose "Get Started"
3. Choose whether use your Facebook or Gmail account to use to sign into the system. **Please make a note of which you choose.**
4. Enter your credentials

5. Click the "Register Household" link to enter your information

6. Enter your information and make sure to upload Income Verification (**You will not be able to register your child without uploading an Income Verification document**). If you are a Columbus Consolidated Government employee, please also upload proof of employment with the city. Make sure to click "Save" to save your information.

7. If you have already added your child's information in previous years skip to step (9). If you need to add a child click "My Children" then "Add Child"
8. Enter your child's information and then click "Save"
9. Repeat steps 9 and 10 for each child you need to register. Click "Request Care"

10. Select child's name and program type. The location drop down will automatically populate with all available options for the selected program type. Select the location and click "Submit"

Request for Care

Request care for one child at a time.

School Year:

❇ 2020 - 2021 ▾

Children:

	Name	Age
○	Facebook Child	6
⊙	Another Child	3

Program Type:

After ▾

Location:

Populated when program type is selected.

JD Davis Elementary School ▴

Comments:

11. You will be redirected to a page showing your "Active Requests", requests from previous years can be seen by clicking the "Request History" tab. You can edit any requests with a status of "Pending" by clicking the paper and pencil icon. If you need to cancel the request click the "x" icon.

My Requests

Active Requests | Request History

Care requests highlighted in blue indicate active enrollments for your household.

Action Legend

🖥 Display Request	✎ Edit/Update Request	✖ Cancel Request	👥 Register for summer activities

School Year	Child's Name	Age	Program Location	Care Option	Status	Action
2020 - 2021	Facebook Child	6	Dimon Elementary School	After	Active	🖥 👥
2020 - 2021	Another Child	3	JD Davis Elementary School	After	Pending	✎ ✖

12. You will receive an email notification once your request has been processed.
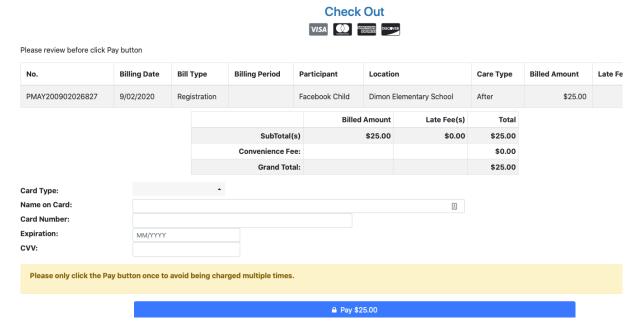
Online Payments

1. Log into the system and navigate to "My Billing History".
2. There are 3 types of bills issued Care, Registration and Misc. Each as a tab on this page. To pay bills click the check box to all the bills you wish to pay and click "Check out". You can select bills from multiple tabs.

My Bills
Check out   Close

To make an electronic payment click the **checkbox** next to all the bills you would like to pay and then click the Checkout button. You can select bills from both Registration Bills and Care Bills tabs.

⊙ Payment Due   ⊘ Paid   ↩ Refunded

Care Bills   Registration Bills   Misc Bills   Types of Bills

Pay	Billing No.	Billing Date	Status	Location	Care Type	School Year	Child	Amount	Credit Amount Applied	Amount Paid	Balance Due
☑	PMAY200902026827	9/02/2020	⊙	Dimon Elementary School	After	2020 - 2021	Facebook Child	$25.00	$0.00	$0.00	$25.00

Select all the bills to pay

3. You will see a summary of all charges. Enter your Credit card information and click the "Pay" button. **PLEASE ONLY CLICK THE BUTTON ONCE AND DO NOT HIT THE BACK BUTTON TO PREVENT DUPLICATE CHARGES.**

Check Out
VISA MasterCard AMERICAN EXPRESS DISCOVER

Please review before click Pay button

No.	Billing Date	Bill Type	Billing Period	Participant	Location	Care Type	Billed Amount	Late Fe
PMAY200902026827	9/02/2020	Registration		Facebook Child	Dimon Elementary School	After	$25.00	

	Billed Amount	Late Fee(s)	Total
SubTotal(s)	$25.00	$0.00	$25.00
Convenience Fee:			$0.00
Grand Total:			$25.00

Card Type:
Name on Card:
Card Number:
Expiration: MM/YYYY
CVV:

Please only click the Pay button once to avoid being charged multiple times.

🔒 Pay $25.00

For additional troubleshooting, please contact afterschoolsupport@columbusga.org. If you have received an error message be sure to include a screenshot in your email.