

## How to add a program:

1. Go to [www.plasp.com](http://www.plasp.com) and log in to your profile using your username and password.
2. Once logged in click on “My Programs” and in the drop-down window, select “Add/View Programs”.
3. On the next page, click on “Add Program”. In the pop up window, select the location you wish to register at and make sure your child’s name is in the other box. Then click on “Search”.
4. Select the programs you wish to add. Please make sure to check the school year and start date and then click “Next”.
5. On the next page, confirm payer details and scroll to the bottom and click “Save” .

Should you have any further questions, please contact our Support Services Center at 647-484-4372.

**Best Regards,**

Support Services Representative

### Support Services Center

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