

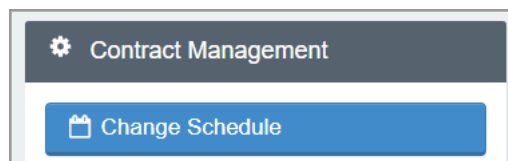
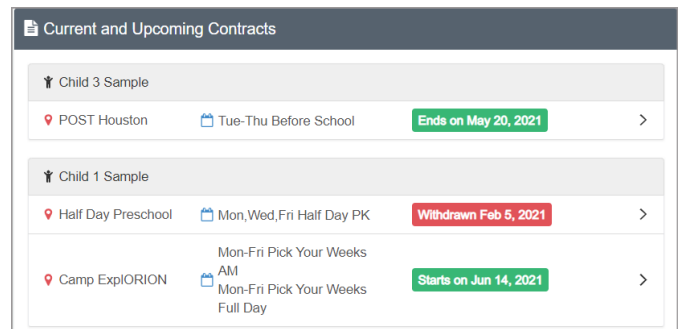
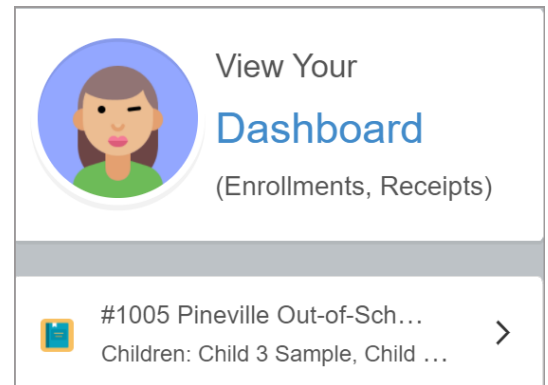


Submitting a Child Care Schedule Change

Browse to <https://wbsdec.ce.eleyo.com/> and login with your email address and password by selecting the Sign In button.

NOTE: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.

1. Access your Dashboard by selecting Explore all Programs at the top, right side of the screen.
2. Select the link to your View Your Dashboard
3. Select the account, if you have more than one, that contains the contract that needs a change.
4. Select a contract from the right side.
5. Then select *the Change Schedule* button under Contract Management on the left side.



6. On the next screen you will be notified of the range or dates that a schedule change can be made. You can enter the effective date and select or deselect the changes.

If you have any questions, please contact us at (248) 865-6467