

## How To Make Your Monthly Child Care Payment

### Credit Card

- Payments may be made with a credit card through our website [www.aacounty.org/recparks](http://www.aacounty.org/recparks)
- Click on "child care" (left side of screen)
- Click on "on-line payment" (right side of screen)
- Enter home telephone number  
Enter participant number (001-first child, 002-second child, etc)  
Click on "submit"
- Click on the program (AM/PM). Click on "process payment"
- Insert the payment amount in the payment box  
Click on "submit payment"
- Verify the payment data you have entered. If correct click on "continue payment"
- Click on "complete payment process"
- If you encounter any problems with the above outlined process, please call the SACC office at 410-222-7856 ext #1 or ext #5

### Credit Card Transaction

- Click on "accept" or "not accept" credit card terms and conditions. If you click on "not accept" your credit card payment cannot be processed.
- If you click "accept" then follow the prompts for completing your credit card transaction.
- If you have any problems completing your credit card transaction, please call OPAY (payment processing company) at 1-800-487-4567.

### Through the Mail

- Make check or money order payable to *Anne Arundel County*.
- Mail the bottom portion of your billing statement with your payment. We need this to post your payment to your account.
- Mail to Anne Arundel County Office of Budget & Finance, Cashier's Office, PO Box 6675 Annapolis, MD 21401. Please contact our office at 410-222-7856 ext. #1 or #5 if you would like labels sent to you.

### In Person

- Cashier Offices
  - 44 Calvert Street, Annapolis
  - 7320 Ritchie Highway, Glen Burnie
  - 2664 Riva Road, Annapolis
- Please make sure you submit the bottom portion of your billing statement.
- Cashier's office can accept check, cash or money order.
- Monthly payments are not accepted at the SACC office.
- DO NOT PLACE PAYMENTS IN THE MAILBOX OUTSIDE THE DEPARTMENT OF RECREATION AND PARKS OFFICE. THIS WILL RESULT IN UP TO A 4 - DAY DELAY IN YOUR PAYMENT BEING POSTED.