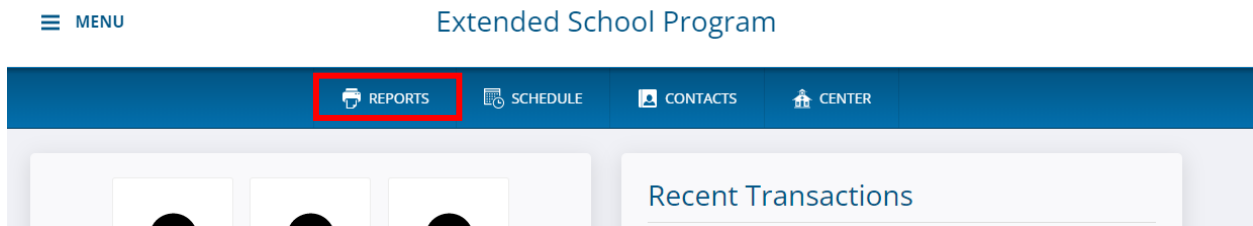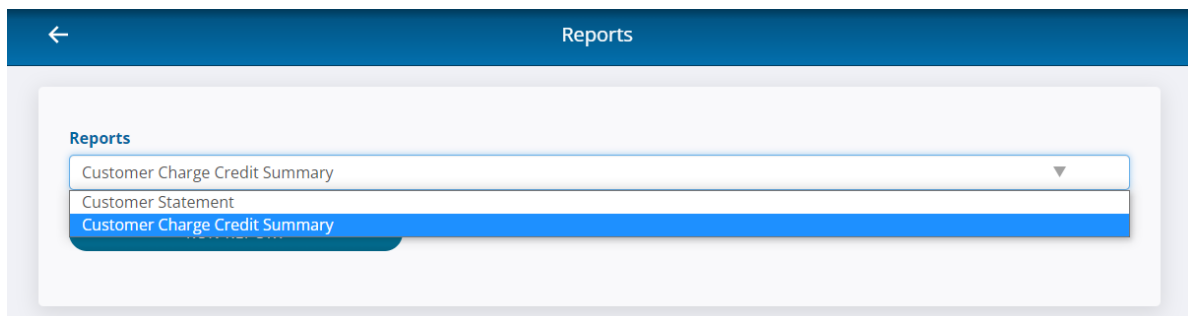# Printing Statements for Year-End Taxes: Method 1

You can easily view and print all of your transactions with your childcare provider by logging into the Procare website at **https://schools.procareconnect.com/login**
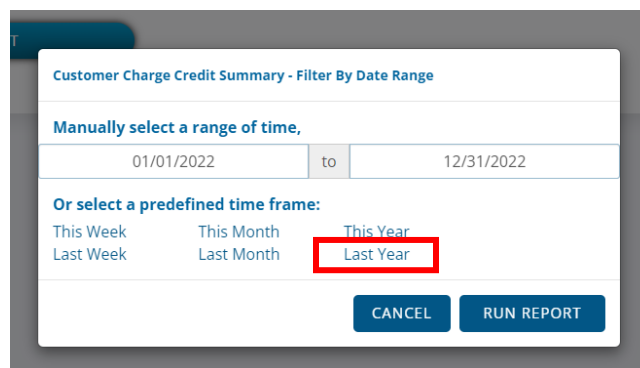
After logging in, click on "Reports" at the top of the Menu.

This will bring you to the "Report" screen as shown below. From there, select the drop-down menu and select "Customer Charge Credit Summary" and then "Run Report."

Select the option for "Last Year" and then "Run Report."
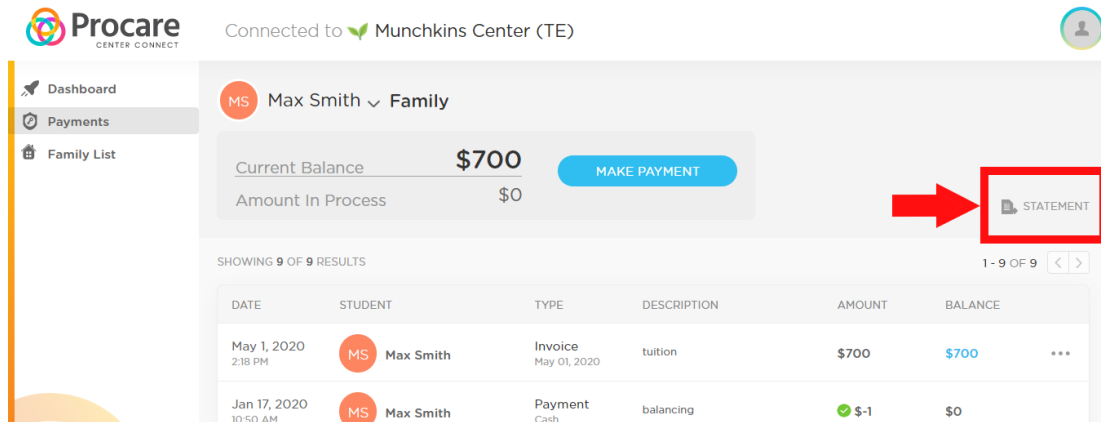

From there, a PDF will appear on your browser, which you can then download and print out as needed.

If you have issues, please feel free to email us at **ESPregistration@lexingtonky.gov** and we'll get back to you. Thank you!
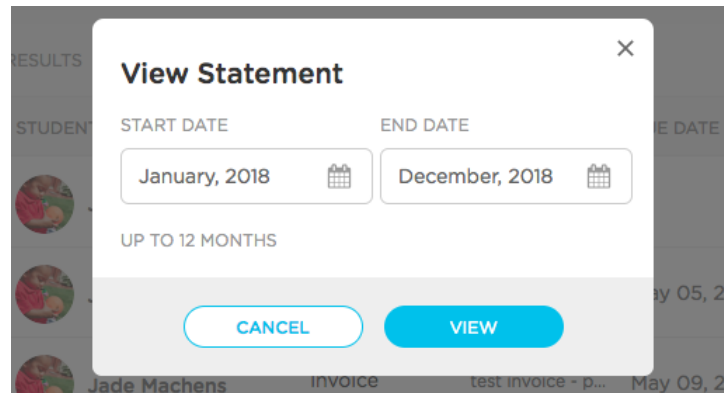
Printing Statements for Year-End Taxes: Method 2

You can easily view and print all of your transactions with your childcare provider by logging into the Procare website at **https://schools.procareconnect.com/login**

After logging in, click on "Payments" in the left-hand menu. From there, you'll see a page that lists your invoices and payments.

The button for pulling a PDF statement is circled in red above. This will give you a date range to choose from, going up to a 12 month period. After selecting your desired date range, press "View."

From there, a PDF will appear on your browser, which you can then download and print out as needed.

Direct link for steps: https://help.procareconnect.com/en/articles/1911379-parents-printing-statements-for-year-end-taxes-or-reimbursement

If you have issues, please feel free to email us at **ESPregistration@lexingtonky.gov** and we'll get back to you. Thank you!