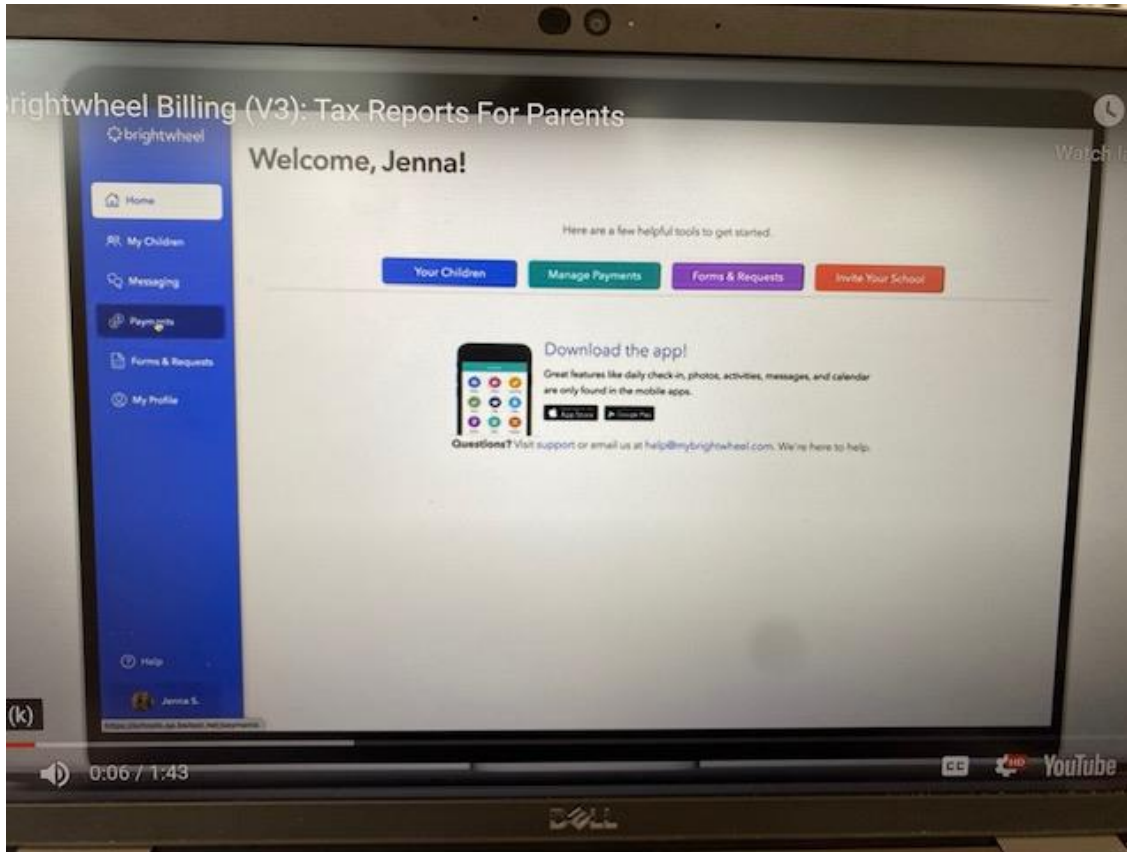


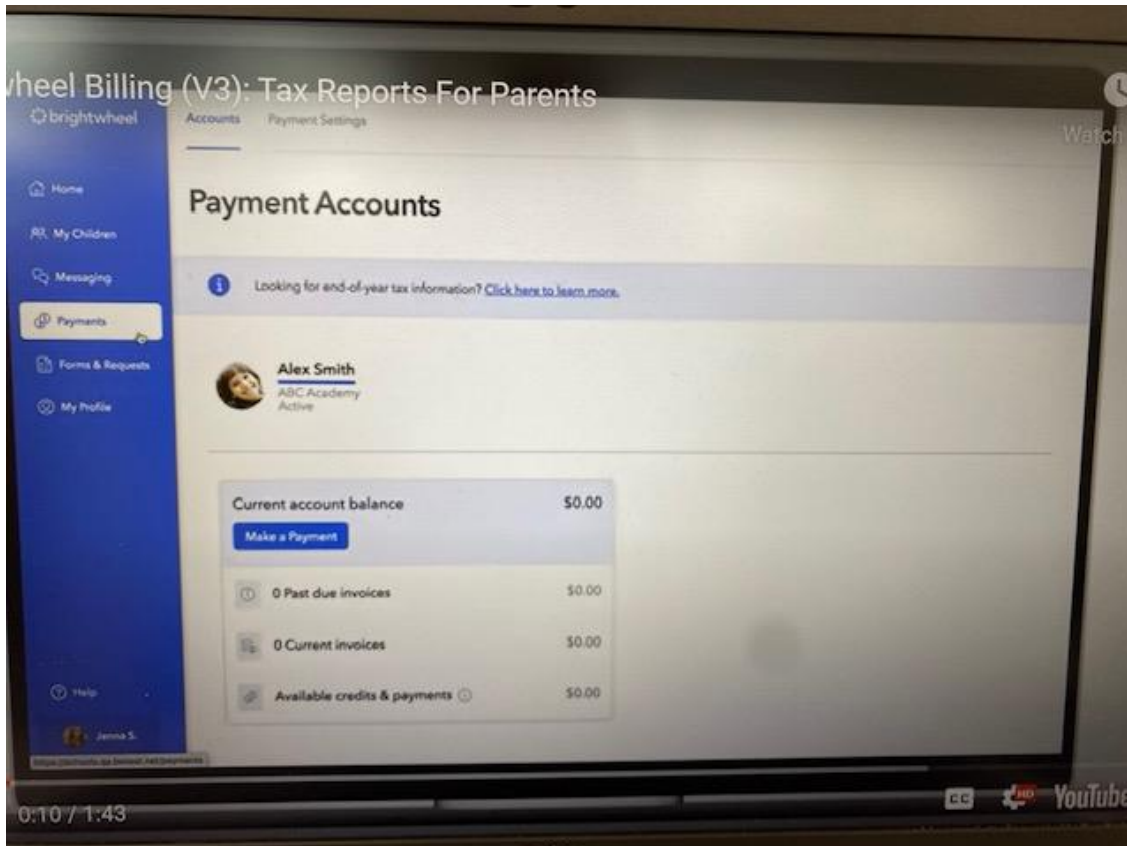
**To create a year end statement from Brightwheel for tax purposes:**

~Visit Brightwheel on the web from a computer-not a mobile device

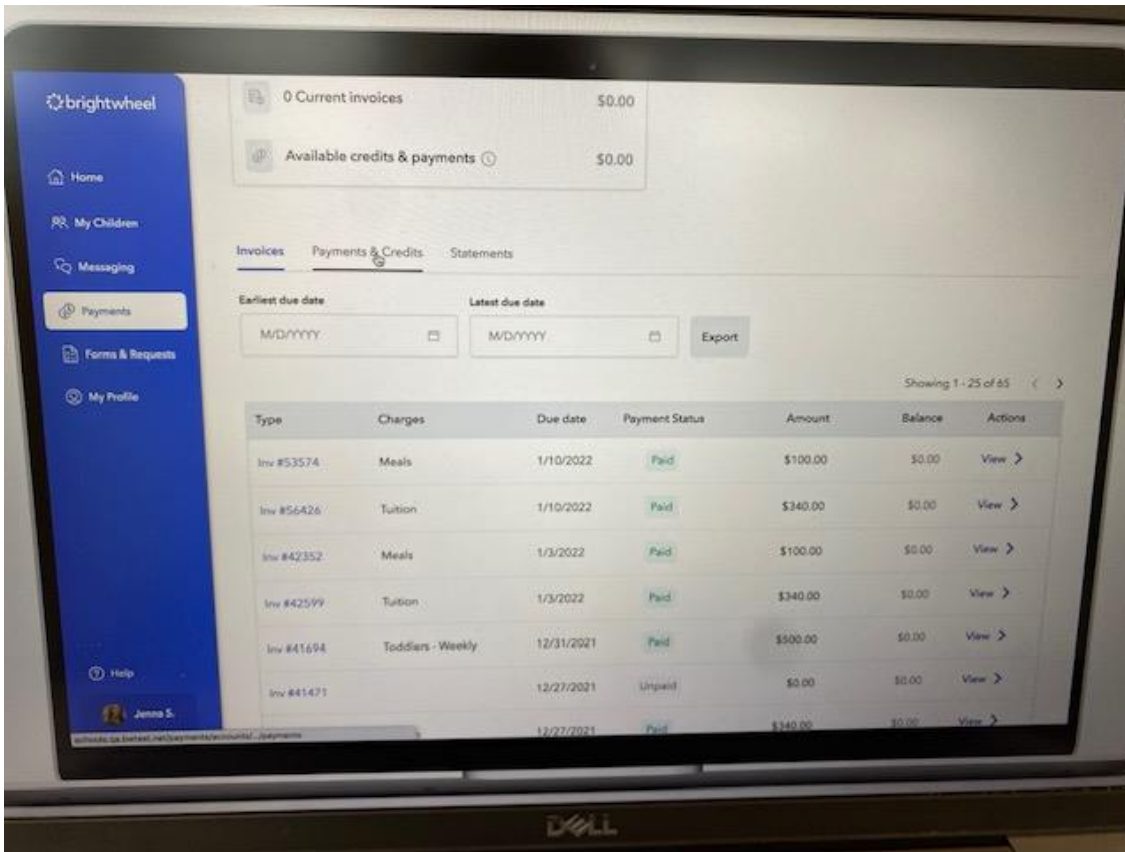
~Once logged in, navigate to the payments tab



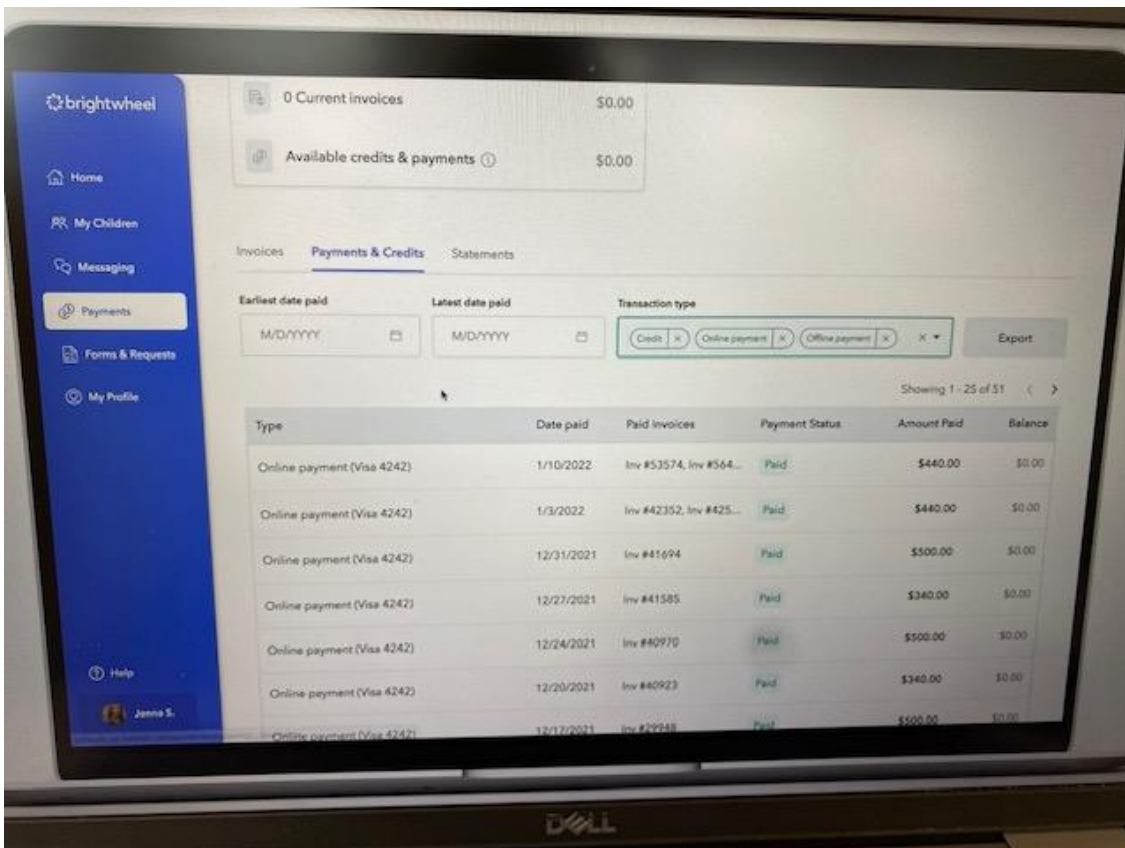
~Select the name of the child you wish to create a report for



~Click on payments and credits



~Under Transaction Type, click X on credits so that only online & offline payments are selected

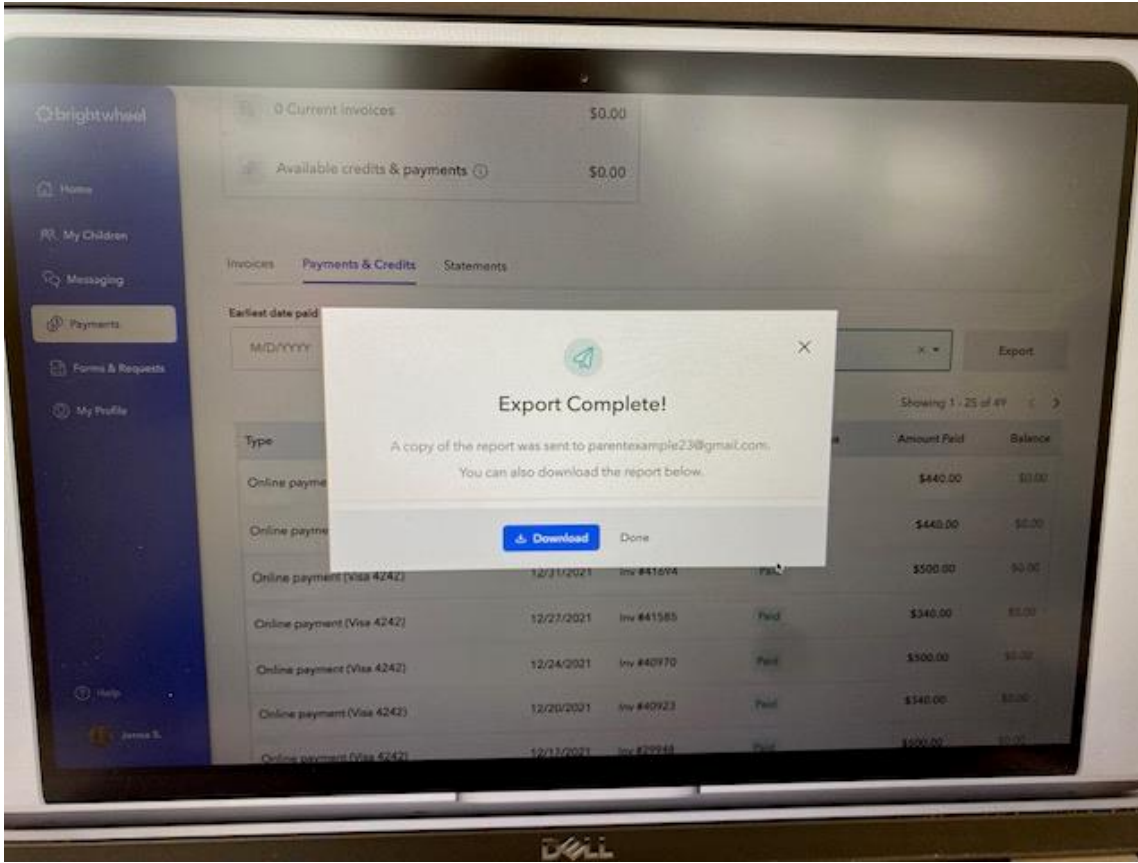


~Click export

~Enter date range 1/1/2022-12/31/22

~Click export

~This will prompt Brightwheel to both email this report to you, as well as give you the option to download directly from this screen. This will give you a report with total payments made to HCCC in 2022



~Repeat from the first step if you have more than one child enrolled at HCCC