To print receipts for reimbursement or tax purposes:

- Log in to *your Family Information Center* account* (http://familyinfocenter.brighthorizons.com)
- Click on the "Billing and Payments" tab
- Click on "Activity Summary"
- Select either "Year" if looking to print a summary for all of the previous or current YTD, or select "Date Range From" and enter the specific months you would like to access
- Click "Display Results"
- Click "Export Summary Statement to PDF" - then you can either save or print the supporting documentation to send in.

*Haven't signed up for a *Family Information Center (FIC)* account yet? Here's how:

How do you sign up?
You may sign up using the "Sign Up" tab on the login page. From there, you can follow these steps:
- Enter your primary email address (must match an email which you provided to us in your enrollment paperwork)
- If it matches, "Request Accepted" – welcome email will be sent to you
- A temporary password is emailed to you. Once you use it, you will be prompted to reset your password.
- Default Center, the center which you want to see first when you first log in, will appear (will only appear if you are enrolled at multiple centers)

Interested in enrolling in online payments via monthly ACH withdrawals? Here's how:
- After creating your *Family Information Center* account, the next step toward enrolling in ACH withdrawals for online tuition payment is to create a PIN (any 6-8 characters/numbers). To do this from your *FIC* home page, click on "My Profile" and create a PIN under "Account Settings" then click "Save Changes."
- After you have created a personalized PIN, click on the link "Set-up Recurring Payments" to the right of your balance on the screen. You will then be redirected to BH's Online Payment System where you can set-up the account.
    - (If you do not see the button to "Set-up Recurring Payments" please contact Jennifer McHugh [jenmchug@amgen.com] and she will assist you with this – it is likely because we don't have you designated as the "Primary Payer" on the account.)