



NC SEEK QUICK REFERENCE GUIDE FOR POINT OF SERVICE (POS) DEVICE

The Quick Reference Guide provides instructions to parents and responsible adults on how to “check in” and “check out” children through the SEEK Point of Service device.

Easy to Follow Instructions for SEEK Cardholders

CHECK IN	
POS Screen Display	Cardholder Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press “1”
Enter Child 1 #	Enter SEEK Child # Press Enter (See * NOTE)
	Wait for Authorization

CHECK OUT	
POS Screen Display	Cardholder Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press “2”
Enter Child 1 #	Enter SEEK Child # Press Enter (See * NOTE)
	Wait for Authorization

State of North Carolina
Department of Health and Human Services
Division of Child Development
Subsidized Early Education for Kids



ACS Cardholder Call Center for
Parents and Responsible Adults
1-877-766-2322

PREVIOUS CHECK IN	
POS Screen Display	Cardholder Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press “3”
Date: MM/DD	Enter MM/DD (12/31) Press Enter
Time: HH:MM	Enter HH:MM (08:00) Press Enter
1-AM / 2-PM	Enter “1” for AM or “2” for PM
Enter Child 1 #	Enter SEEK Child # Press Enter (See * NOTE)
	Wait for Authorization

PREVIOUS CHECK OUT	
POS Screen Display	Cardholder Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press “4”
Date: MM/DD	Enter MM/DD (12/31) Press Enter
Time: HH:MM	Enter HH:MM (08:00) Press Enter
1-AM / 2-PM	Enter “1” for AM or “2” for PM
Enter Child 1 #	Enter SEEK Child # Press Enter (See * NOTE)
	Wait for Authorization

IMPORTANT REMINDERS

- * NOTE: If you are recording the same action for more than one child, enter in the next child # and press ENTER. When all children have been recorded, press ENTER again.
- * You must never leave your swipe card with your provider.
- * If you lose your card, you must call the ACS Cardholder Call Center for a replacement.
- * You must use your SEEK card to report all time and attendance each day.