

HOW TO: Create a New Account on www.ParkPASS.org

Access www.parkPASS.org

From the Home Page there are two ways to access the Create New Account Screen:

1. Near the bottom on the left side of the ParkPASS home page, you can click on:

» **New to ParkPASS? [Sign-up*](#)**

- Clicking on [Sign-up*](#) will take you directly to the Create New Account screen

OR

2. Click on the My Account tab, located on the top, right side of the ParkPASS Home page.



- Receive the User Login window

A screenshot of the 'ParkPASS : My Account : User Login' window. It features a navigation menu at the top with 'My Account' highlighted. Below the menu, there are two input fields: '*Login ID:' and '*Account PIN:'. To the right of these fields is a text box with instructions: 'Enter your login ID followed by your Account PIN. Then press the Sign In button. To change your login ID, first log on using your current ID, then go to My Account and press the Login ID button beside your name.' Below the input fields is a 'Sign In' button and a link for 'Forgot My Customer Number/Account PIN'. At the bottom of the window, there is a 'Create New Account' button circled in black, with an arrow pointing to it from below. To the right of this button is the text: 'Not in our Database yet? Create your Account using this button'.

- Click on the Create New Account button:

- Receive the Create NEW Account window

ParkPASS : My Account : Create New Account

All accounts must have an adult over the age of 18 listed as the main contact. In order to expedite your account processing, please add all family members before submitting your request. You must first enter all required information (marked with *), then click on the Add Family Member button, and then click on the Submit button.

*First Name	*Last Name	*Gender	*Birth Date		Main Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>

Add Family Member

*Address:

*City:

*Country:

*State:

*Zip:

*Area:

*Phone: () Ext.:

*Email: Private

Allow Update on Internet

Submit Cancel

- First enter the name of the person who will be the Main Contact on the account
NOTE: The Main Contact (Initial family Member):, must be an adult over the age of 18. All accounts must have an adult contact.

Main Contact
<input checked="" type="radio"/>

- After entering the initial name, you must enter all address information before you are able to add additional family members.
- Enter your home address: Apartment numbers should be listed on the second line, i.e., Apt. 123.

*Address:

In order to comply with Post Office standards, please use AVE for Avenue, BLVD for Boulevard, Cir for Circle, CT for Court, DR for Drive, HWY for Highway, LN for Lane, PKY for Parkway, PIKE for Pike, PL for Place, ST for Street, TER for Terrace and WAY for Way.

- Enter your city: (drop-down). Once you start typing your city, keep typing and the system should find it. If not found, please contact the ParkPASS Help Desk at (301) 495-2580 or one of our ParkPASS facilities for assistance in creating your account.

*City:

Country:

State:

*Zip:

Area:

Home:

Email:

- Leave the Country at USA: Enter your State: (drop-down) Enter your Zip Code:

*Country: USA *State: *Zip:

- The area is dependant on the City and should not be changed – local areas will show as :

*Area: Montgomery/Prince Georges County Out of state areas will show as: *Area: Non Resident

- Enter your home phone number: Email Address:

*Phone: () *Email:

- Click the private box if you do not wish to receive promotional Email Messages. Montgomery Parks uses your email address to return your Customer Number and Account PIN to you, so that you can register for courses. If you forget your customer number and PIN, you can also have it sent to this email address.

Private

Check if you do not wish to receive promotional Email Messages.

- If you wish to be able to update your account over the Internet, leave the check mark in the Allow Update on Internet Chekcbbox. Allow Update on Internet

- BEFORE** you click on the Submit button – if you have family members to add to your account, you will need to click on the button under the Last Name field – Entitled: Add Family Members

*First Name	*Last Name
<input type="text"/> John	<input type="text"/> Test
<input type="button" value="Add Family Member"/>	

NOTE: Each person must be in the ParkPASS system to register for classes. If you are only creating an account for yourself, you can click on the Submit button. Otherwise all family members should be added now by clicking again on the Add Family Member button.

- Receive an additional family member line at the top of the Create New Account window

*First Name	*Last Name	*Gender	*Birth Date		Main Contact	
<input type="text" value="John"/>	<input type="text" value="Test"/>	<input type="text" value="M"/>	<input type="text" value="Jun"/>	<input type="text" value="16"/>	<input type="text" value="1980"/>	<input checked="" type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Add Family Member

- Enter the information for an additional family member. After entering these fields, if you have another family member, you will need to click the Add Family Member again.

*First Name	*Last Name	*Gender	*Birth Date		Contact	
<input type="text" value="John"/>	<input type="text" value="Test"/>	<input type="text" value="M"/>	<input type="text" value="Jun"/>	<input type="text" value="16"/>	<input type="text" value="1980"/>	<input checked="" type="radio"/>
<input type="text" value="Mary"/>	<input type="text" value="Test"/>	<input type="text" value="F"/>	<input type="text" value="Apr"/>	<input type="text" value="17"/>	<input type="text" value="1982"/>	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Add Family Member

- Once you have completed all the entries for your family, you can then click on the Submit button.

As explained on the bottom of the Create New Account screen, account creation MAY take up to 48 hours. The Account file is reviewed each weekday morning and periodically throughout the day, and accounts are activated once reviewed.

Once the new account is activated, a email will be generaed back to the email address you entered and it will contain the Login ID for each person you added to your account as well as the Family Pin number that is shared by all account members.

In the future in order to access your account via www.ParkPASS.org you will enter your Login ID and Account Pin in the User Login window and Click on the Sign-In button as shown below:

Home Programs / Activities Rental Info & Booking My Shopping Basket My Account Need Help?

ParkPASS : My Account : User Login

*Login ID:

*Account PIN:

[Forgot My Customer Number/Account PIN](#)

Enter your login ID followed by your Account PIN. Then press the Sign In button.
To change your login ID, first log on using your current ID, then go to My Account and press the Login ID button beside your name.

Not in our Database yet? Create your Account using this button