



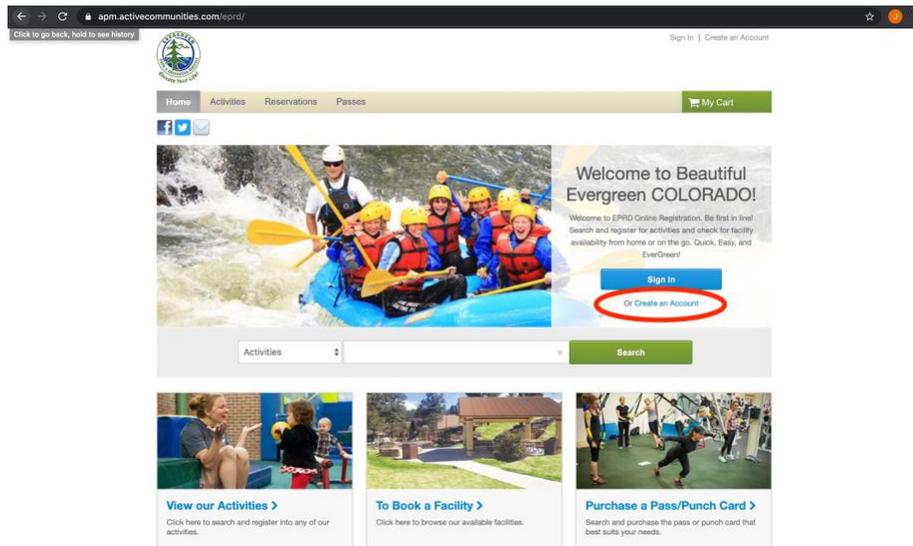
How to Create an Online Customer Account

1. Open your preferred web browser (Internet Explorer, Mozilla Firefox, Google Chrome, etc.)
2. In the address bar, type in evergreenrecreation.com (or click the link in this line.) This will bring you to Evergreen Park and Recreation District (EPRD) homepage.
3. To access the EPRD customer portal, click the “Online Registration” button in the bottom right corner of the page. See below.
4. You will be brought to a new webpage. This is the EPRD customer portal where



customers can access their personal/family information, check on activity registrations, pricing, etc.)

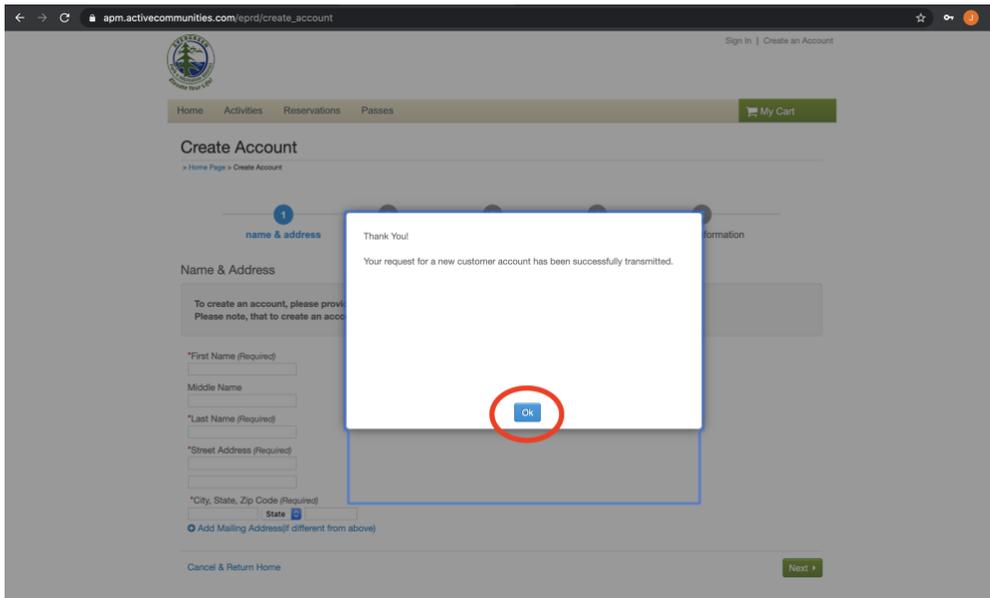
5. On the right-hand side of the screen you will see a blue button that says “Sign In” with the words “Or Create an Account” in blue writing. Click this line to begin creating your account. See below.



At any time during this registration process if you received a red highlighted message when trying to proceed to the next page, it means you are missing required information. Any required information will be labelled with a red asterisk ().*

6. You will be prompted to enter in your First and Last name, street address, and mailing address is different from physical home address. P.O. Boxes are only meant to be used as a mailing address. Once done, you will click a green button labeled “Next” with a right facing arrow in the bottom right corner to proceed to the next screen.
7. You will then be asked to enter in your home and work phone, and email address. Please note you have the option on this page to agree to receive any text messages, physical mail, or email from EPRD by clicking any of the according check boxes. Once done, you will click a green button labeled “Next” with a right facing arrow in the bottom right corner to proceed to the next screen.
8. You will then be asked to enter your role within the family, gender, date of birth, any pertinent medical information, and how you heard about EPRD. Once done, you will click a green button labeled “Next” with a right facing arrow in the bottom right corner to proceed to the next screen.
9. You will then be asked to enter in the contact information for someone you would like to be listed as an emergency contact in the event that some may happen to you. You can have up to two of these. Once done, you will click a green button labeled “Next” with a right facing arrow in the bottom right corner to proceed to the next screen.
10. Lastly, you will create your login for the customer portal using your email address and a password of your choice (write this down somewhere safe). Below the line where your email is entered you will have the option to create an alternate id if you do not want to use your email. Click the blue plus sign (+) followed by “Add Alternate Login ID” to show the line where you will enter in your preferred alternate login ID (this is not required).
11. Once, all information is entered in correctly you will need to verify you are not a robot by clicking the empty box next to the words “I’m not a robot” (it’s silly, we know). A big green check should appear.
12. From here you will either have the option to finish making your account by clicking the green button labelled “Create Account”, or if you would like to add another family member you can do so also by clicking the blue button labelled “Create Account and Add Family Member”. If you choose to add another family member, please refer back to step 6.

13. Once you have added all necessary family members and created your account you will see a confirmation message pop up in regards to your new customer account. Click the blue button labelled “Ok” to proceed back to the login in screen. See below.



****Please note, you will also receive a confirmation email containing your login email with a link to access the EPRD customer portal login web page. ****

14. If you have logged in successfully you will see a page like below where you can access the entire EPRD customer page.

