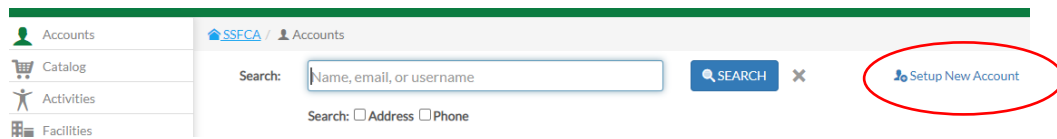


How to Create a New Account on CivicRec

1. From the Accounts/SSFCA page, click, "Setup New Account".



2. Complete all required fields indicated with a red asterisk.

Edit User

Account Holder Organization

BASICS

Account Type Individual Organization

Name* Martha Middle Name Stewart N/A

Date of Birth, Age Group* 03/03/1941 OR N/A

Gender* Male Female

Name: Emergency Contact... Andrew Stewart

Phone: Emergency Contact... (650) 829-3899

CONTACT INFO

Phone 1* (650) 829-3898 Label No Mobile Carrier

Phone 2 Phone 2 Label No Mobile Carrier

Phone 3 Phone 3 Label No Mobile Carrier

Email Preferences mstewart@gmail.com (3) Courtesy Notices, Critical Announcements, Upcoming Events

ADDRESS

Address Line 1* 33 Arroyo Drive

Address Line 2

Zip Code, City, State* 94080 South San Francisco CA

Residency Override User's Address Determines Residency (Default)

Apply Address Changes ...

ACCOUNT SETTINGS

Primary Email mstewart@gmail.com

Username mstewart@gmail.com

Generate Password

User Type Public User

Cancel Delete User Save User

- a. Be sure to fill out the *Date of Birth* whenever possible rather than choosing the "senior" or "youth" option so discounts can be appropriately applied.
- b. Addresses must be as accurate as possible especially for SSF residents, otherwise the *resident* status will not be applied.
- c. Unless the account holder opts not to, be sure to check all three boxes under *Email Preferences*.
- d. If the user will be active with their account online at home or on their phone, they will need to have an email under *Primary Email* under *Account Settings*. Be sure the *Generate Password* box is checked. Once the account is saved, a confirmation email will be sent with a link to customize their password for there new account.

3. Once the account has been saved, double check to make sure their residency status is correct. If it is correct, then you are finished.

Martha Stewart Created 10/14/20
33 Arroyo Drive South San Francisco, CA 94080
Phone: 650-829-3898

ACCOUNT MEMBERS			
	Martha Stewart	79/F	Non-Resident
 Add Account Member			

4. If the residency status is not correct, 1) ensure the home address has accurately been inputted. If it still does not recognize the user as a resident, 2) under *Residency Override*, check the *Force User as Resident* option.

ADDRESS

Address Line 1 *

Address Line 2

Zip Code, City, State *

 Residency Override

Apply Address Changes ...

User's Address Determines Residency (Default)

Force User as Resident

Force User as Non-Resident

5. Adding additional members to the account is as simple as clicking the *Add Account Member* tab and completing the basic information for each individual.