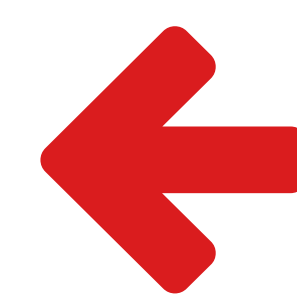


How to Create Your Household

1

Go to rec.troymi.gov/registration and click this button.

Login Or Create An Account



2

A new website will open and you will see this screen. Click the 3rd option.

WebTrac Login

Household ID# *

Password *

[If you have an account with us, but you've forgotten your username, please click here.](#)

[If you have an account with us, but you've forgotten your password, please click here.](#)

[If you're a brand new patron with us, please click here to register for a new account.](#)

Login

3

The below screen will open. Complete all sections and enter ALL members of your household. PLEASE USE ALL CAPS.

Household Primary Person Information

First Name * Last Name * Gender --- Please Select A Gender --

Birthday * Address Line 1 * Address Line 2

City * State * MI Zip Code *

Phone #1 * Phone #1 Extension Phone #1 Type * --- Select A Phone Type ---

Phone #2 Phone #2 Extension Phone #2 Type --- Select A Phone Type ---

Email #1 * Confirm Email *

Additional Primary Person Information

Household Questions

Additional Family Member

Emergency Contacts

ENTER INFORMATION IN ALL CAPS

4

When creating your household online, **you will automatically be designated a non-resident**. You will be **charged the non-resident rate** until you provide proof residence. Troy residents must provide proof of residency in person at the Troy Community Center.

Documents accepted to prove residency:



Utility bills



Lease agreement with your name on it



Driver's license

IF YOU CANNOT MAKE IT TO TROY COMMUNITY CENTER:

You may scan the front and back of your driver's license and send it to parksandreconline@troymi.gov.