

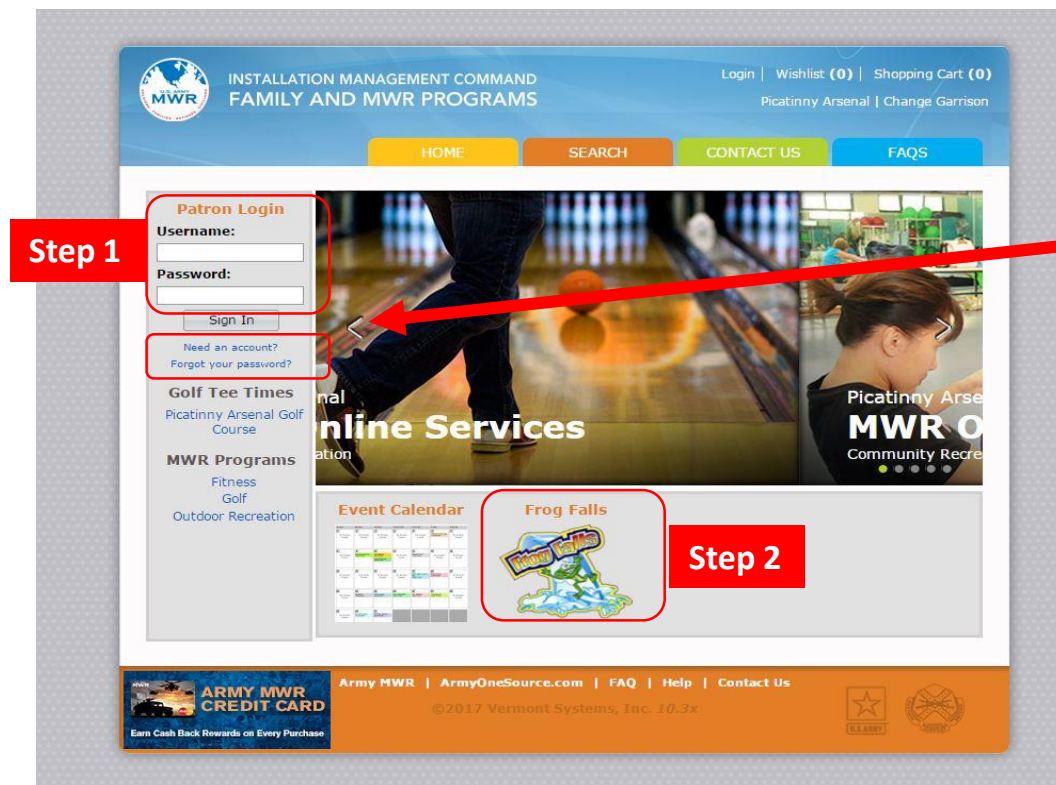
Frog Falls Water Park Membership Registration Instructions



2018 Season

Updated 1/8/2018

Signing into your Account



Step 1: Login to WebTrac

Enter Username/Password and click Sign-in

Note: If you have/had a pool membership or any other MWR Membership (Gym, Golf) you already have an account even though you never used the website.

- *Use the links below to reset your password.*
- *If you need to create an account please use the "need account" link underneath sign in.*

Step 2: Once you are logged in click on the Frog Falls Icon

**Note if you use Webtrac to make CYSS child care payments, your login information will not work.*

Select Your Membership Category

Step 3:

Select from the list the Membership Pass you qualify for, by selecting the shopping cart icon (circled in red).

Use your mouse to scroll up/down to find your pass type.

Description	Age Range	Available	Shopping Cart Icon
Frog Falls Membership - Contractor Family	All Ages	Available	
ACTSN - Frog Falls Membership - Contractor Single			
Description	Age Range	Available	Shopping Cart Icon
Frog Falls Membership - Contractor Single	All Ages	Available	
AMEFM - Frog Falls Membership - Military (E1-E9) Family			
Description	Age Range	Available	Shopping Cart Icon
Frog Falls Membership - Military (E1-E9) Family	All Ages	Available	
AMESN - Frog Falls Membership - Military (E1-E9) Single			
Description	Age Range	Available	Shopping Cart Icon
Frog Falls Membership - Military (E1-E9) Single	All Ages	Available	

Zoomed in snapshot

Confirm Pass Type & Agree to Waiver

INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

Logout | Wishlist (0) | Shopping Cart (0)
Picatinny Arsenal | Change Garrison

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Pass Membership Registration

Enter a Pass Type: Frog Falls Membership - Contractor Family **Step**

Family Member to Register: Select a Family Member **Step 5**

Add to Cart **Step 6** Clear Form Back to Search

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Step 4: Verify your Pass Type is the correct.

Step 5: Select your Primary Adult/Sponsor to complete registration.

Step 6: Select Add to Cart

Note: All other family members will get their pass assigned when you pick up your passes in person.

INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

Logout | Wishlist (0) | Shopping Cart (0)
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PASS WAIVER
Please read carefully and answer below

I, Adam Radjewski, verify I am DoD contractor, proof of status must be presented to the registration office when picking up physical passes.

Valid Proof of Status are CAC Cards.

Agree **Step 7** Disagree

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Step 7: Agree or disagree to the Waiver question and Click Agree.

Note: Valid Proof of Status needs to be provided when picking up membership passes.

The proof of status will be listed on the website and on the waiver. Click agree to continue.

Payment Options & Check Out

Step 8

Payment Options For Pass Type: Frog Falls Membership - Veteran Family

Set up a payment plan for with this payment schedule: OR Charge this amount today:

Initial Fees Charged: \$ 87.50 Monthly Fees: \$ 87.50 OR Fees Charged: \$ 350.00

Select Payment Plan Option 1 Select Charge In Full Option 2

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STEP 8: Select your payment plan.

Option 1: Installment Billing

Option 2: Pay in Full

Installment Billing: First installment is due at check out. Members will be billed on the 1st of each month until membership fees are paid in full.

To pay your monthly bills you will log into your account, choose "My Account" then choose pay old balances. Membership must be paid in full by June 1st. On the next screen choose "send me a bill" and click continue.

Log out | Wishlist (0) | Shopping Cart (1)

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Your Shopping Cart:

Proceed To Checkout Continue Shopping

Member	Pass Description	Status	Begin Date	Expire Date	Remove?
	Frog Falls Membership - DoD Civilian Single	New	01/17/2017	09/30/2017	

Grand Total Fees Due \$ 225.00

Proceed To Checkout Continue Shopping

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Step 9: Verify your payment amount and click proceed to checkout.

Receipt & Completion NCIC Form

Gate Access

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Logout | Wishlist (0) | Shopping Cart (0)
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Your Online transaction is complete. Please select an option below to continue.

[View Confirmation Receipt \(in .PDF format\)](#) **Step 10**

[View Additional Attachment: NCIC.pdf](#) **Step 11**

All receipts are in .PDF format and require Adobe Acrobat Reader.
Your browser must allow pop-ups to view receipts correctly.
[Click here to download free Acrobat Reader software from Adobe.com.](#)

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Continue Shopping Return to Home Page Logout

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Step 10: Download and/or Print Receipt

Step 11: Download Blank NCIC Gate Access Form.

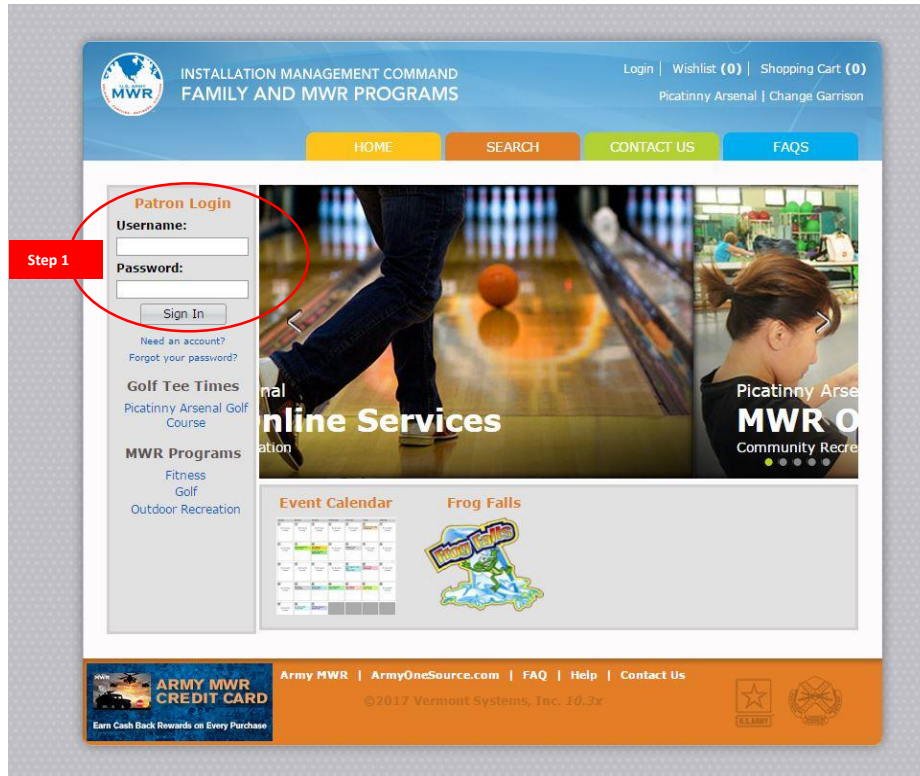
Members must complete an NCIC Form for everyone in your household that will be using Frog Falls that is OVER the age of 18.

Save the NCIC Form to your computer and print out one copy for each adult that needs access to Picatinny Frog Falls.

Note: By failing to fill out the NCIC form you will not be allowed to access Picatinny.

If you live on Picatinny you do not need to fill out a NCIC form.

Registration Part 2: Uploading the NCIC Form



Upload completed & signed copies of your NCIC forms to our website to complete your Membership Registration.

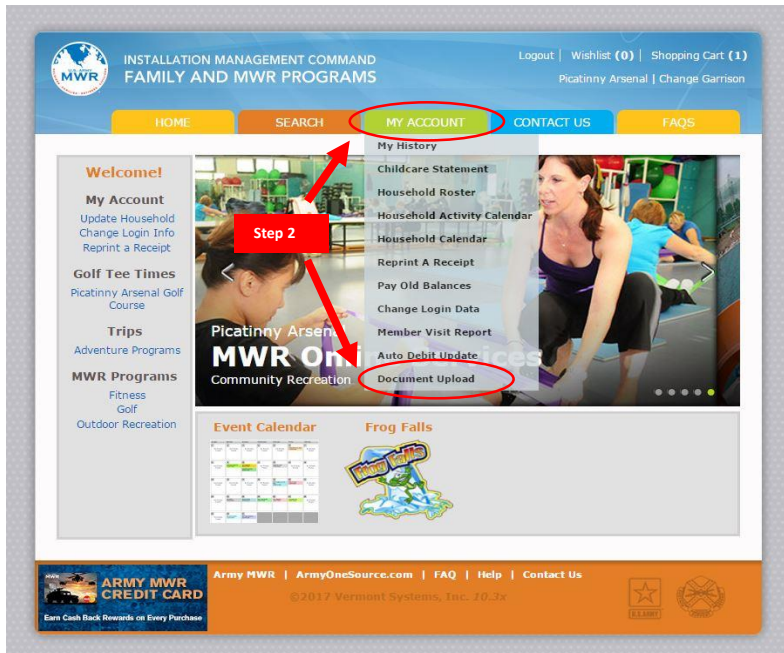
NCIC UPLOAD PROCESS

Step 1: Please return to the WebTrac Home Screen and Log back in with the Username and Password.

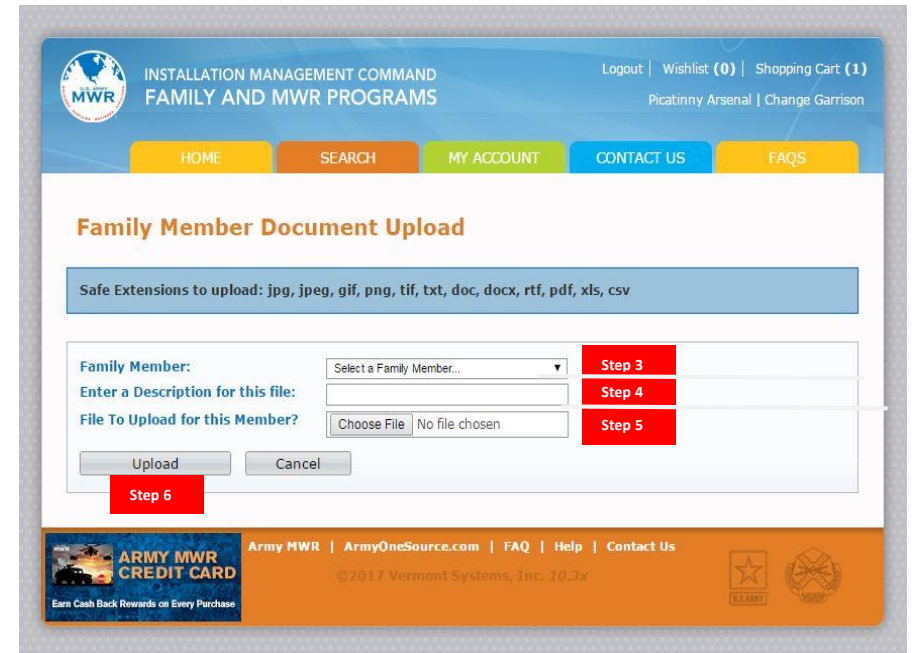
**Note: If you do not have access to a scanner, many smart phones have applications that can be used to take a picture of the document and save it as a PDF. Then email it to yourself and upload the document.*

Examples of Applications: Tiny scanner & Scanner App – PDF Document Scan

Continue Uploading NCIC Form

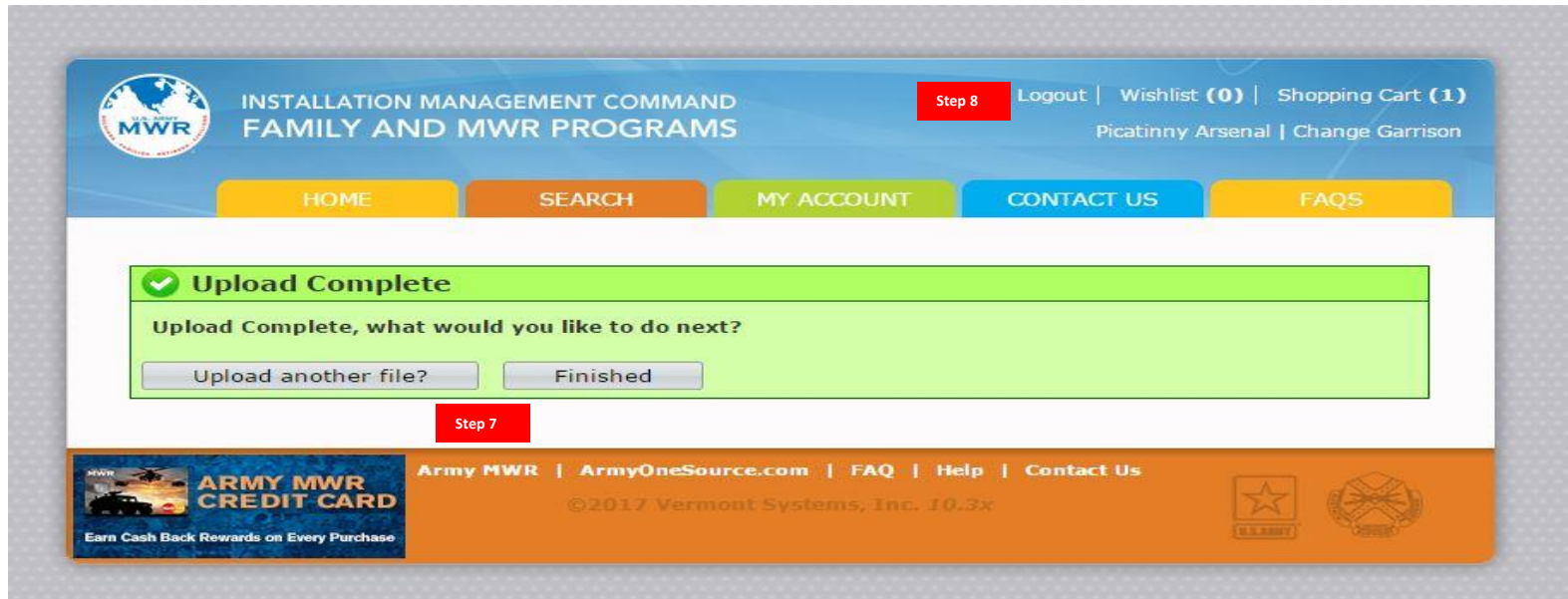


Step 2: Choose “My Account” on top of the screen and choose “Document Upload”



Step 3: Select Family Member
Step 4: Enter Description “NCIC Form”
Step 5: Browse for File.
Step 6: Click Upload.

Finishing NCIC Upload



Step 7: The following message will appear once the upload is complete.
Repeat Steps 3-6 for each family member over the age of 18. When complete select “Finished”.

Step 8: Log out of your account to end your registration session.

Once the NCIC forms are processed and returned LTS will notify you via email to make an appointment.

For any questions please call Leisure Travel Services at 973-724-4014.