Frog Falls Water Park Membership Registration Instructions

2018 Season

Signing into your Account

Step 1

Step 2
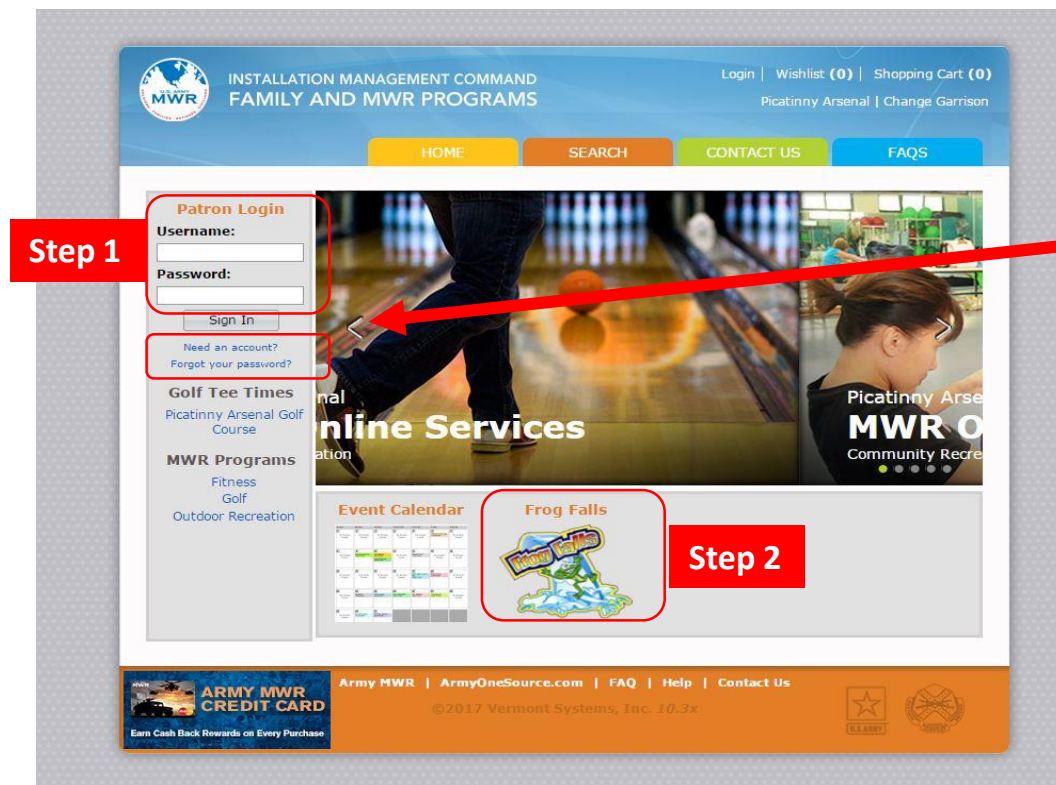
Step 1: Login to WebTrac
Enter Username/Password and click Sign-in

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.

Step 3

Zoomed in snapshot

Confirm Pass Type & Agree to Waiver

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.

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: 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.

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

Receipt & Completion NCIC Form
Gate Access

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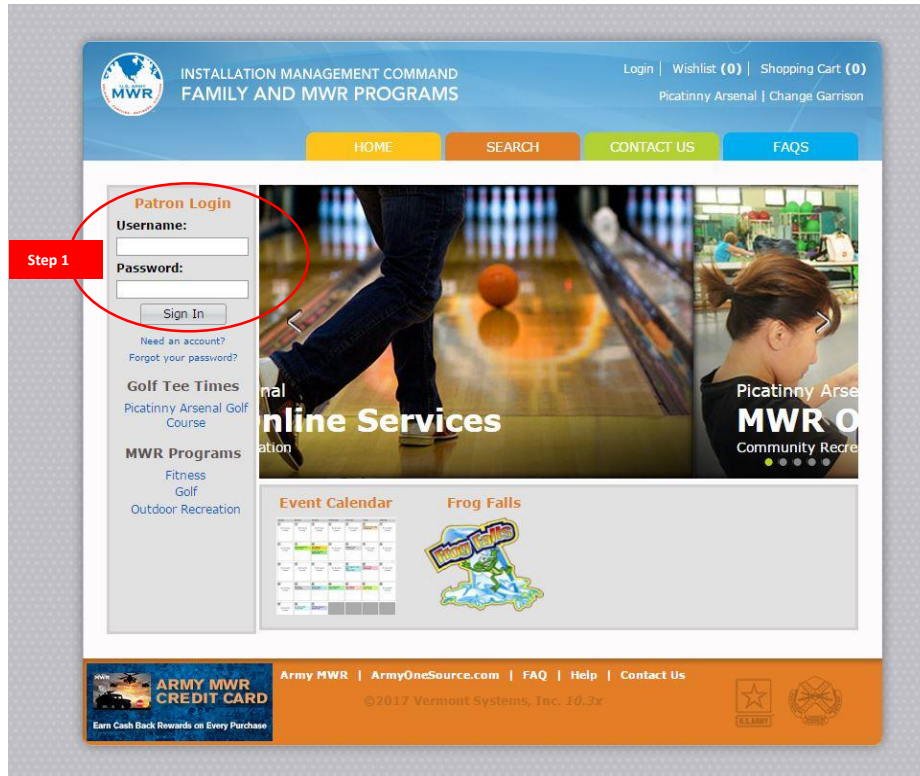
Upload completed & signed copies of your NCIC forms to our website to complete your Membership Registration.

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

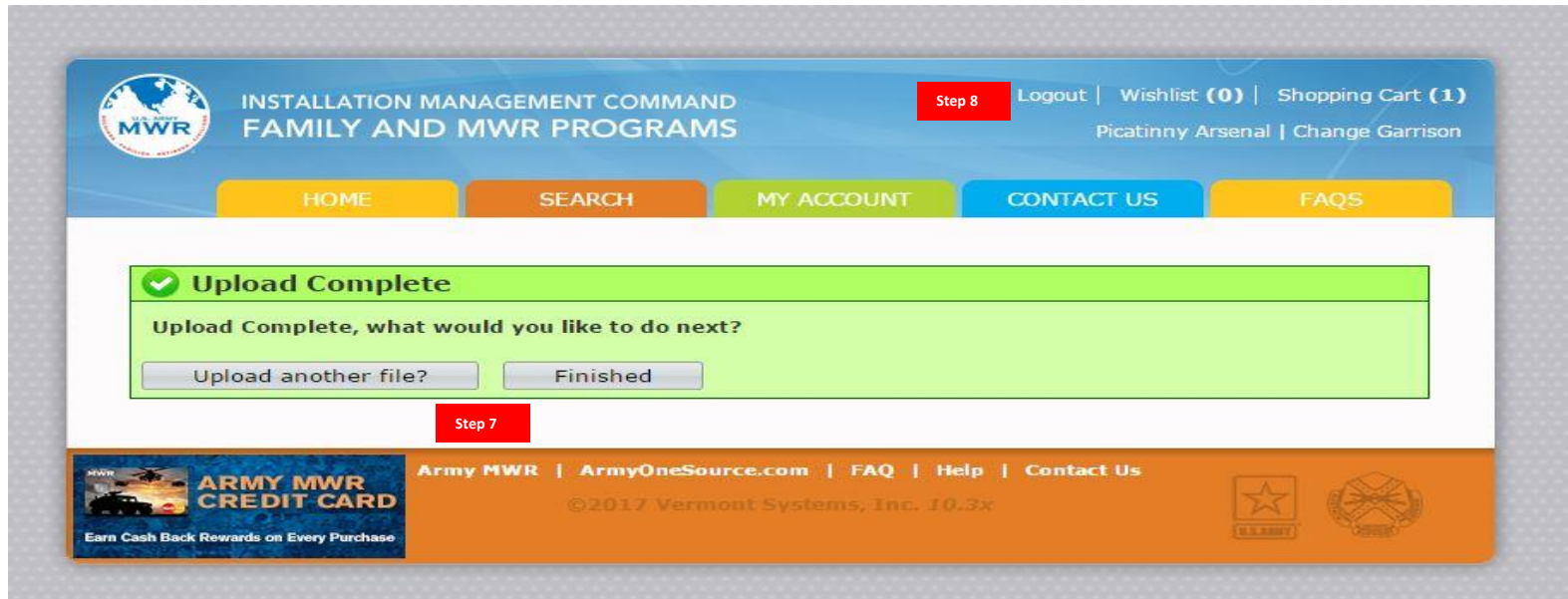# Continue Uploading NCIC Form
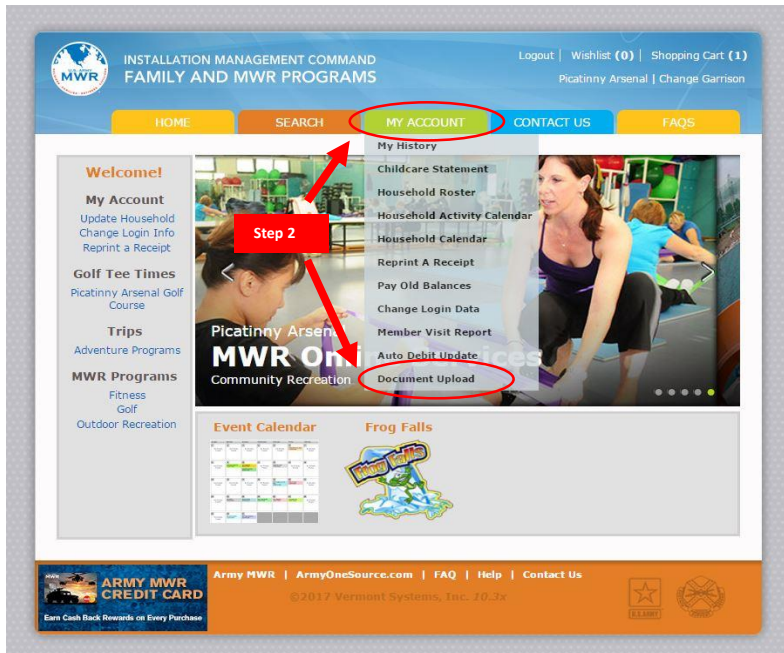
Step 2: Choose "My Account" on top of the screen and choose "Document Upload"
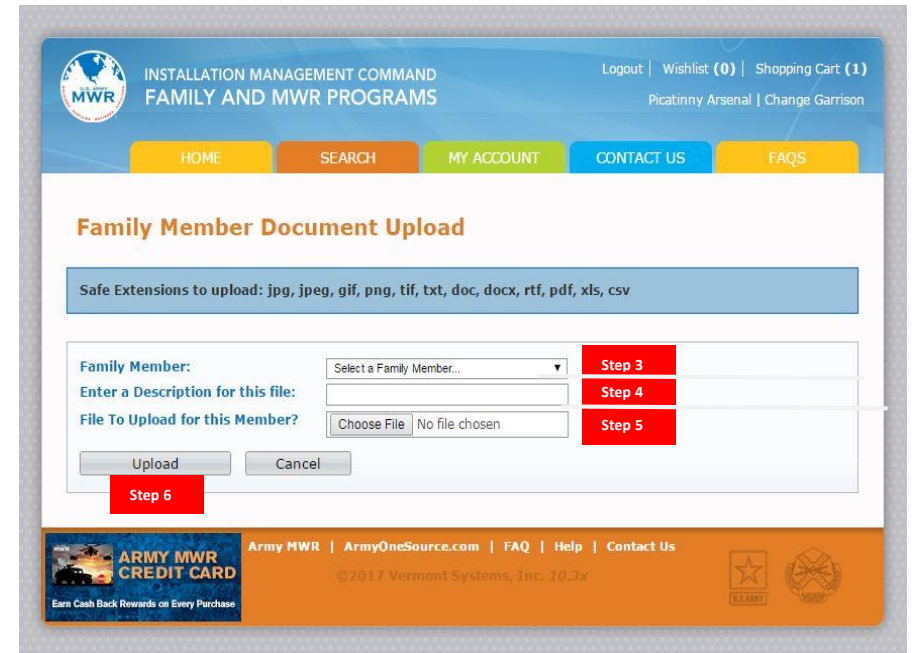
Step 3: Select Family Member
Step 4: Enter Description "NCIC Form"
Step 5: Browse for File.
Step 6: Click Upload.

Finishing NCIC Upload

Step 7: The following message will appear once the upload in 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.