

## Registering for a Frog Falls Membership.

After clicking the link on our website you will be sent to your WebTrac website where you will be able to register, pay, and download/upload the NCIC form.

1. When you get to the below page you will have to log into WebTrac, if you had a pool membership or any other MWR Membership (Gym, Golf) you already have an account even though you never used the website. If you do not know your user name or login please use the links below to reset your password. If you need to create an account please use the "need account" link underneath sign in. Note, if creating an account please allow 2-3 business day for accounts to be created.

The screenshot displays the website interface for the Installation Management Command Family and MWR Programs. The header includes the MWR logo, navigation links (HOME, SEARCH, CONTACT US, FAQs), and user options (Login, Wishlist (0), Shopping Cart (0)). The main content area features a 'Patron Login' section with a 'Username:' field, a 'Password:' field, and a 'Sign In' button, all highlighted with red circles. Below the login fields are links for 'Need an account?' and 'Forgot your password?'. The page also includes sections for 'Golf Tee Times', 'MWR Programs', 'Event Calendar', and 'Frog Falls'. The footer contains an 'ARMY MWR CREDIT CARD' advertisement, copyright information for Vermont Systems, Inc., and various organizational logos.

2. Once you are logged in you can click the Frog Falls icon.

The screenshot displays the MWR Online Services website. At the top, the header includes the MWR logo, the text 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and user options like 'Logout', 'Wishlist (0)', and 'Shopping Cart (0)'. Below the header is a navigation menu with buttons for 'HOME', 'SEARCH', 'MY ACCOUNT', 'CONTACT US', and 'FAQS'. The main content area features a 'Welcome!' message, a 'My Account' section with links for 'Update Household', 'Change Login Info', and 'Reprint a Receipt', 'Golf Tee Times' for Picatinny Arsenal, 'Trips' for Adventure Programs, and 'MWR Programs' for Fitness, Golf, and Outdoor Recreation. A large banner image shows a mechanic working on a car, with the text 'Picatinny Arsenal MWR Online Services Community Recreation'. Below the banner is an 'Event Calendar' and a 'Frog Falls' icon circled in red with a red arrow pointing to it. The footer contains an 'ARMY MWR CREDIT CARD' advertisement, the text 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us', and '©2017 Vermont Systems, Inc. 10.3x'.

- After you click on the Frog Falls icon all of the possible memberships will show. Click next to the membership pass you are going to purchase (circled in red). Please note there are more passes to purchase than what is shown below, use your mouse to scroll up/down to find your pass.

**Category:**  
Frog Falls Membership

Show Search Criteria

Search Reset

### Pass Search Results

Showing: 1 to 12 Total Results: 12

#### ACTFM - Frog Falls Membership - Contractor Family

Frog Falls is a membership only Facility. To qualify for the correct pass rate you will have to provided proof of status when you pick up your passes. If you are unable to provide proof of status at the time you pick up your passes you will be charged the public price.

Acceptable proof of status for Military, Civilians and Contractor personnel is a government issued CAC.

Acceptable proof of status for a Veteran is veteran issued identification or paperwork.

Acceptable proof of status for a Public Membership is any state or government issued identification.

Nanny passes are not available online and must be purchased when you pick up your passes.

All family members over the age of 18 that do not work at Picatinny Arsenal will need to fill out the NCIC form to gain access to Picatinny Arsenal. The form can be downloaded once you complete your transaction under view additional attachments in the blue box. Once the form is filled out completely, upload the form (one for each family member) underneath your account. You must be signed into your account to complete the upload.

When purchasing the pass, choose the family member who is the sponsor of the account. All of family members will get their passes assigned to them when you pick up your ID card.

To schedule an appointment to pick up your ID card please call 973-724-5515.

Description	Age Range	Availability	Info	Download	Share
Frog Falls Membership - Contractor Family	All Ages	Available			

#### ACTSN - Frog Falls Membership - Contractor Single

Description	Age Range	Availability	Info	Download	Share
Frog Falls Membership - Contractor Single	All Ages	Available			

#### AMEFM - Frog Falls Membership - Military (E1-E9) Family

Description	Age Range	Availability	Info	Download	Share
Frog Falls Membership - Military (E1-E9) Family	All Ages	Available			

#### AMESN - Frog Falls Membership - Military (E1-E9) Single

Description	Age Range	Availability	Info	Download	Share
Frog Falls Membership - Military (E1-E9) Single	All Ages	Available			

- Please make sure the Pass Type is the correct pass you are choosing. You will only have to register one family member (must be an adult/primary guardian) all other members will get their pass registered to them when you pick up your passes in person.

The screenshot shows the 'Pass Membership Registration' form on the Army MWR website. The header includes the MWR logo, 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and navigation links for 'Logout', 'Wishlist (0)', and 'Shopping Cart (0)'. Below the header are navigation buttons for 'HOME', 'SEARCH', 'MY ACCOUNT', 'CONTACT US', and 'FAQS'. The main content area features a form with two dropdown menus: 'Enter a Pass Type' (set to 'Frog Falls Membership - Contractor Family') and 'Family Member to Register:' (set to 'Select a Family Member'). Below the form are three buttons: 'Add to Cart', 'Clear Form', and 'Back to Search'. The footer contains an 'ARMY MWR CREDIT CARD' advertisement, navigation links for 'Army MWR', 'ArmyOneSource.com', 'FAQ', 'Help', and 'Contact Us', and the copyright notice '©2017 Vermont Systems, Inc. 10.3x'.

- After choosing the correct family member you will be prompted with a pass waiver, you must agree/disagree to the question. You will be asked to provide valid proof of status when you pick up the pass. The proof of status will be listed on the website and on the waiver. Click agree to continue.

The screenshot shows the 'PASS WAIVER' form on the Army MWR website. The header includes the MWR logo, 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and navigation links for 'Picatinny Arsenal' and 'Change Garrison'. Below the header are navigation buttons for 'HOME', 'SEARCH', 'MY ACCOUNT', 'CONTACT US', and 'FAQS'. The main content area features a form with the title 'PASS WAIVER' and the instruction 'Please read carefully and answer below'. The text reads: 'I, Adam Radjewski, verfiy I am DoD contractor, proof of status must be presented to the registration office when picking up physical passes. Vailld Proof of Status are CAC Cards.' Below the text are two buttons: 'Agree' and 'Disagree'. The footer contains an 'ARMY MWR CREDIT CARD' advertisement, navigation links for 'Army MWR', 'ArmyOneSource.com', 'FAQ', 'Help', and 'Contact Us', and the copyright notice '©2017 Vermont Systems, Inc. 10.3x'.

- Next it will display your transaction and the price, click proceed to checkout to pay for your membership.

The screenshot shows the 'Your Shopping Cart' page on the Army MWR website. At the top, there is a navigation bar with the MWR logo and the text 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS'. To the right, there are links for 'Logout', 'Wishlist (0)', and 'Shopping Cart (1)'. Below the navigation bar are five buttons: 'HOME', 'SEARCH', 'MY ACCOUNT', 'CONTACT US', and 'FAQS'. The main content area is titled 'Your Shopping Cart:' and contains two 'Proceed To Checkout' and 'Continue Shopping' buttons. Below this is a table with the following data:

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

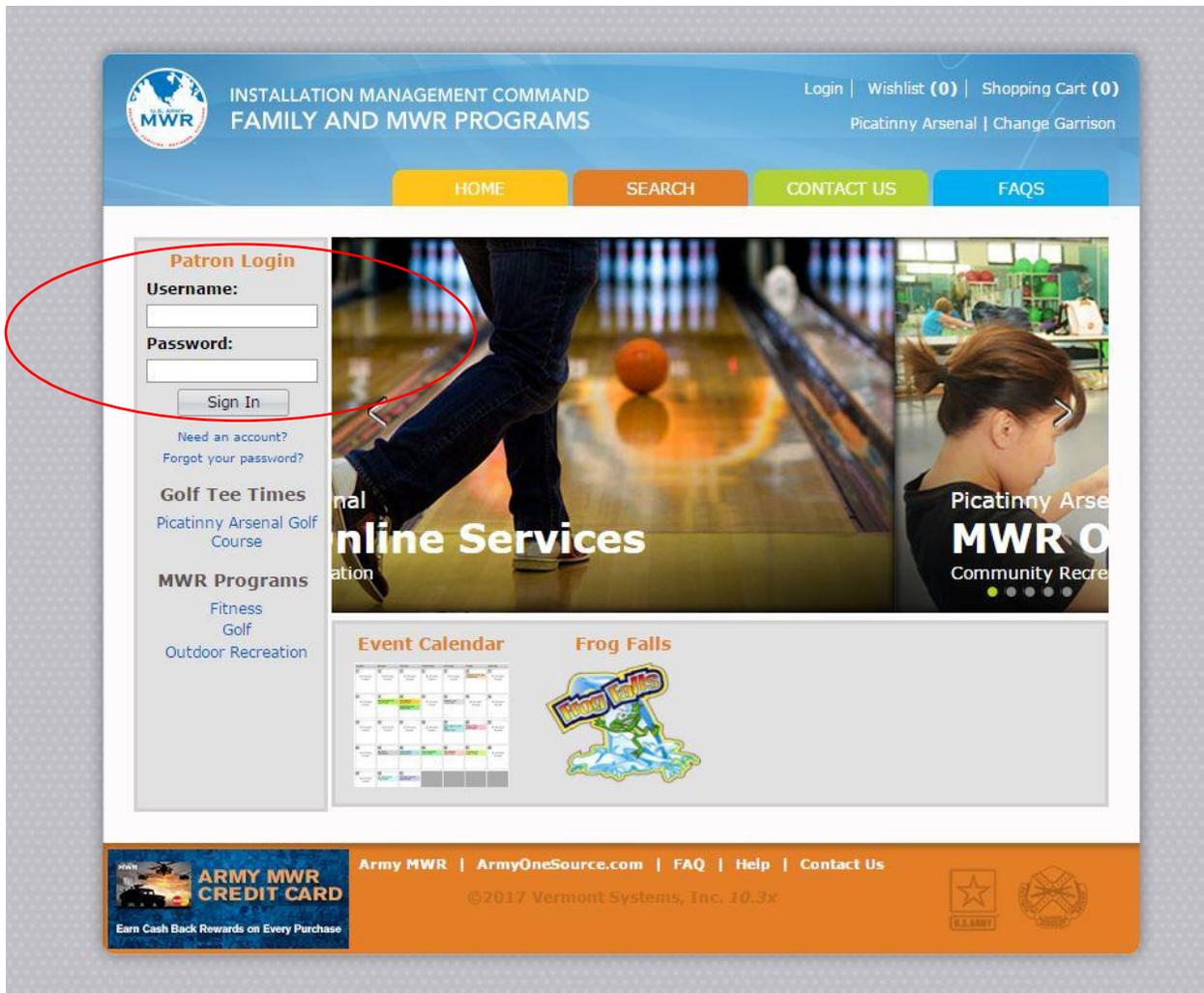
Below the table, the 'Grand Total Fees Due' is listed as '\$ 225.00'. At the bottom of the cart area, there are two more 'Proceed To Checkout' and 'Continue Shopping' buttons, with the first 'Proceed To Checkout' button circled in red. The footer of the page includes an 'ARMY MWR CREDIT CARD' advertisement, the text 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us', the copyright notice '©2017 Vermont Systems, Inc. 10.3x', and the Army and MWR logos.

7. After you paid your membership, you will be prompted with the following screen. Here you will find your receipt and the NCIC form which you must fill out for everyone in your household that will be using Frog Falls that are over the age of 18. Please note that you must save the NCIC form to your computer and print out one copy for each adult that needs access to Picatinny Frog Falls. By failing to fill out the NCIC form you will not be allowed to access Picatinny.

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

The screenshot shows the 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS' website. The header includes a logo, navigation links (HOME, SEARCH, MY ACCOUNT, CONTACT US, FAQs), and user options (Logout, Wishlist (0), Shopping Cart (0)). The main content area displays a confirmation message: 'Your Online transaction is complete. Please select an option below to continue.' Two buttons are highlighted with a red oval: 'View Confirmation Receipt (in .PDF format)' and 'View Additional Attachment: NCIC.pdf'. To the right, there is an email confirmation section with the address 'ADAM.R.RADJEWski.NAF@MAIL.MIL' and a 'Submit' button. Below this, a note states: '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.' At the bottom, there are three buttons: 'Continue Shopping', 'Return to Home Page', and 'Logout'. The footer contains an 'ARMY MWR CREDIT CARD' advertisement, navigation links, and logos for the Army and MWR.

8. Once you have completed filling out and signing the NCIC forms (each member above age 18) you will have to upload them to our website for processing. Please return to the WebTrac home screen and log back in with the user name and password.



9. Once you are logged in go to the "My Account" on top of the screen and choose "Document Upload"

INSTALLATION MANAGEMENT COMMAND  
FAMILY AND MWR PROGRAMS

Logout | Wishlist (0) | Shopping Cart (1)  
Picatinny Arsenal | Change Garrison

HOME SEARCH **MY ACCOUNT** CONTACT US FAQs

**Welcome!**

**My Account**  
Update Household  
Change Login Info  
Reprint a Receipt

**Golf Tee Times**  
Picatinny Arsenal Golf Course

**Trips**  
Adventure Programs

**MWR Programs**  
Fitness  
Golf  
Outdoor Recreation

My History  
Childcare Statement  
Household Roster  
Household Activity Calendar  
Household Calendar  
Reprint A Receipt  
Pay Old Balances  
Change Login Data  
Member Visit Report  
Auto Debit Update  
**Document Upload**

Picatinny Arsenal  
**MWR Onli**  
Community Recreation

Event Calendar

Frog Falls

ARMY MWR CREDIT CARD  
Earn Cash Back Rewards on Every Purchase

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10. Once you are at the upload screen please choose the family member you are uploading the NCIC form, for the description please enter "NCIC" and then browse out to the file and click upload.

INSTALLATION MANAGEMENT COMMAND  
FAMILY AND MWR PROGRAMS

Logout | Wishlist (0) | Shopping Cart (1)  
Picatinny Arsenal | Change Garrison

HOME SEARCH MY ACCOUNT CONTACT US FAQs

### Family Member Document Upload

Safe Extensions to upload: jpg, jpeg, gif, png, tif, txt, doc, docx, rtf, pdf, xls, csv

**Family Member:**

**Enter a Description for this file:**

**File To Upload for this Member?**  No file chosen

ARMY MWR CREDIT CARD  
Earn Cash Back Rewards on Every Purchase

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11. You will get the following message once the upload is complete, you can then choose to upload another file or click finished. Please log out of your account and you are finished. Please schedule a time with LTS to pick up your passes 973-724-4014.

INSTALLATION MANAGEMENT COMMAND  
FAMILY AND MWR PROGRAMS

Logout | Wishlist (0) | Shopping Cart (1)  
Picatinny Arsenal | Change Garrison

HOME SEARCH MY ACCOUNT CONTACT US FAQs

**Upload Complete**

Upload Complete, what would you like to do next?

ARMY MWR CREDIT CARD  
Earn Cash Back Rewards on Every Purchase

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