

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 MWR Family and MWR Programs website. The header includes the MWR logo, the text "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS", and navigation links for "Login", "Wishlist (0)", "Shopping Cart (0)", "Picatinny Arsenal", and "Change Garrison". Below the header are buttons for "HOME", "SEARCH", "CONTACT US", and "FAQS".

The main content area features a "Patron Login" section on the left, which includes a "Username:" field, a "Password:" field, a "Sign In" button, and links for "Need an account?" and "Forgot your password?". These fields and links are circled in red. To the right of the login section is a large image of a person bowling, with the text "Online Services" overlaid. Below the bowling image is an "Event Calendar" and a "Frog Falls" logo.

The footer contains 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 logos for the U.S. Army and the MWR.

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

**INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS**

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

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Welcome!

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Change Login Info
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Picatinny Arsenal Golf Course

Trips
Adventure Programs

MWR Programs
Fitness
Golf
Outdoor Recreation

Picatinny Arsenal
MWR Online Services
Community Recreation

Event Calendar


Frog Falls

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ARMY ARMY

- 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.



INSTALLATION MANAGEMENT COMMAND
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[Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)
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[HOME](#) | [SEARCH](#) | [MY ACCOUNT](#) | [CONTACT US](#) | [FAQS](#)

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			
Frog Falls Membership - Contractor Family	All Ages		<div>Available</div>	<div></div>





ACTSN - Frog Falls Membership - Contractor Single

Description	Age Range			
Frog Falls Membership - Contractor Single	All Ages		<div>Available</div>	<div></div>

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

Description	Age Range			
Frog Falls Membership - Military (E1-E9) Family	All Ages		<div>Available</div>	<div></div>

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

Description	Age Range			
Frog Falls Membership - Military (E1-E9) Single	All Ages		<div>Available</div>	<div></div>

- 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' page. At the top, there is a blue header with the MWR logo, the text 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and links for 'Logout', 'Wishlist (0)', and 'Shopping Cart (0)'. Below the header is a navigation bar with buttons for 'HOME', 'SEARCH', 'MY ACCOUNT', 'CONTACT US', and 'FAQS'. The main content area has a title 'Pass Membership Registration' and 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'. At the bottom, there is an orange footer with a banner for 'ARMY MWR CREDIT CARD', links for 'Army MWR', 'ArmyOneSource.com', 'FAQ', 'Help', and 'Contact Us', the copyright notice '©2017 Vermont Systems, Inc. 10.3x', and the Army and MWR logos.

- 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' page. At the top, there is a blue header with the MWR logo, the text 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and links for 'Picatinny Arsenal' and 'Change Garrison'. Below the header is a navigation bar with buttons for 'HOME', 'SEARCH', 'MY ACCOUNT', 'CONTACT US', and 'FAQS'. The main content area has a title 'PASS WAIVER' and a subtitle 'Please read carefully and answer below'. The text reads: 'I, Adam Radjewski, verify I am DoD contractor, proof of status must be presented to the registration office when picking up physical passes.' Below this, it says 'Valid Proof of Status are CAC Cards.' At the bottom of the form are two buttons: 'Agree' and 'Disagree'. At the bottom, there is an orange footer with a banner for 'ARMY MWR CREDIT CARD', links for 'Army MWR', 'ArmyOneSource.com', 'FAQ', 'Help', and 'Contact Us', the copyright notice '©2017 Vermont Systems, Inc. 10.3x', and the Army and MWR logos.

6. 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 of the Army MWR website. The header includes the MWR logo, 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and links for 'Logout', 'Wishlist (0)', and 'Shopping Cart (1)'. Below the header is a navigation bar with buttons for 'HOME', 'SEARCH', 'MY ACCOUNT', 'CONTACT US', and 'FAQS'. The main content area displays the cart details, including a table with one item: 'Adam' with a 'Frog Falls Membership - DoD Civilian Single' status, beginning on 01/17/2017 and expiring on 09/30/2017. The 'Grand Total Fees Due' is \$ 225.00. Two 'Proceed To Checkout' buttons are visible, one of which is circled in red. The footer contains an 'ARMY MWR CREDIT CARD' advertisement, copyright information for Vermont Systems, Inc., and logos for the U.S. Army and MWR.

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HOME SEARCH MY ACCOUNT CONTACT US FAQS

Your Shopping Cart:

[Proceed To Checkout](#) [Continue Shopping](#)

Member	Pass Description	Status	Begin Date	Expire Date	Remove?
Adam	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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- 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), Picatinny Arsenal, Change Garrison). The main content area displays a confirmation message: 'Your Online transaction is complete. Please select an option below to continue.' Two options are listed: 'View Confirmation Receipt (in .PDF format)' and 'View Additional Attachment: NCIC.pdf', which are circled in red. Below these options is a note about PDF receipts and a link to download Adobe Acrobat Reader. To the right, there is a section for email confirmation, showing the email address 'ADAM.R.RADJEWski.NAF@MAIL.MIL' and a 'Submit' button. At the bottom, there are buttons for 'Continue Shopping', 'Return to Home Page', and 'Logout'. The footer contains an 'ARMY MWR CREDIT CARD' advertisement, copyright information for Vermont Systems, Inc., and various logos.

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Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in .PDF format)
View Additional Attachment: NCIC.pdf

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.](#)

Email confirmation sent to:
ADAM.R.RADJEWski.NAF@MAIL.MIL
Submit

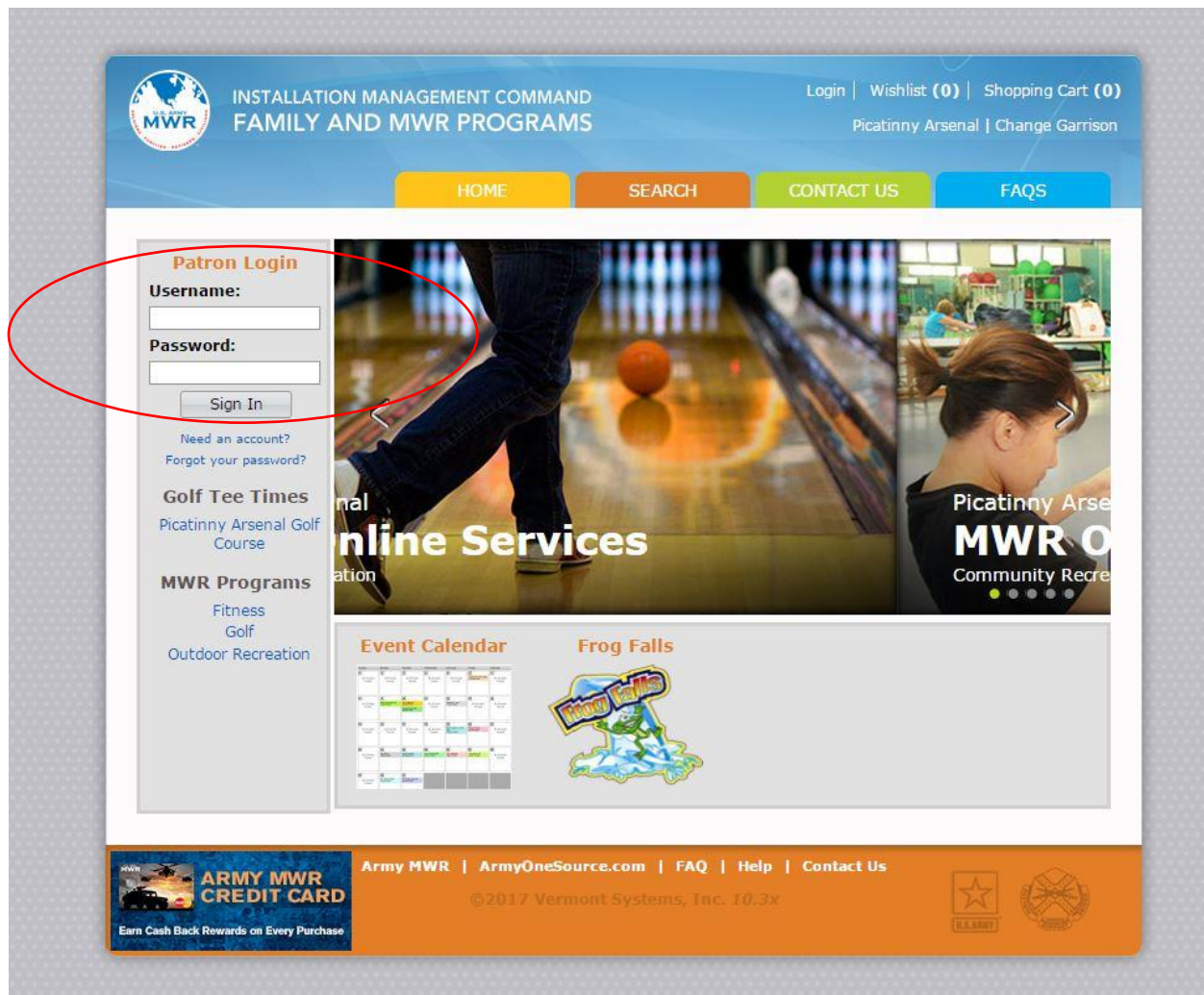
Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Continue Shopping Return to Home Page Logout

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- 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"

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Community Recreation

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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

Event Calendar

Frog Falls

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U.S. Army

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.

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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

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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.

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INSTALLATION MANAGEMENT COMMAND
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Logout | Wishlist (0) | Shopping Cart (1)
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HOME SEARCH MY ACCOUNT CONTACT US FAQS

✓ Upload Complete

Upload Complete, what would you like to do next?

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