

# Daxko Operations: **Setting Up Online Access**

Learn how to setup online access to your account in order to register for a program, child care program or camp program, check your balance, print child care/camp tax statements and manage your billing methods. When setting up online access, there are three options. Each of these details are listed below.

The screenshot shows a 'Program Search' interface with three distinct sections:

- I want to sign in to my account:** Includes fields for 'Email Address' and 'Password', a 'Forgot your password?' link, and a 'Login' button.
- I want to set up online access for my account:** Includes explanatory text and a 'Find Account' button.
- I don't have an account, but I want to create one:** Includes explanatory text and a 'Sign Up' button.

## **Login**

Use this box (far left) if you have setup access to your online account in the past. If you have forgotten your password, click "Forgot Password" and enter the email address associated with your account. A link to set a new password will be emailed to that email address.

## **Find Account**

Use this box (middle) if you have registered for a program or membership at any point in the past (even if you did not register online). Click "Find Account" and you will be asked to enter your:

- Last Name or Member ID
- Birth Date
- ZIP Code

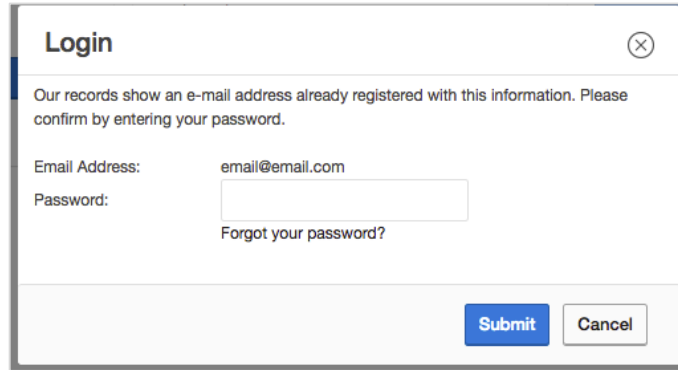
The 'Find My Account' dialog box contains the following fields:

- Last Name or Member ID\***: A text input field.
- Birth Date\***: A date picker showing 'MM/DD/YYYY' and a calendar icon.
- ZIP Code\***: A text input field.

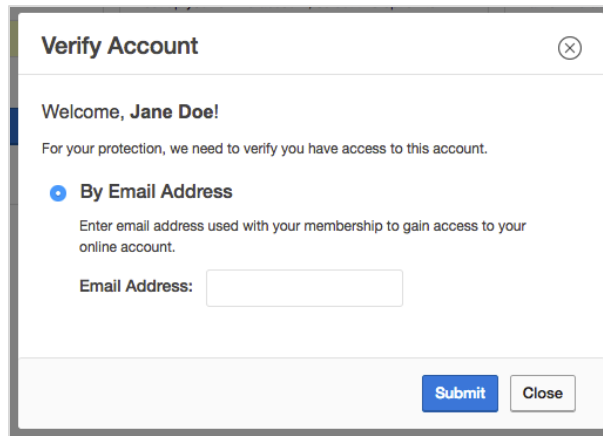
Buttons for 'Submit' and 'Cancel' are located at the bottom right.

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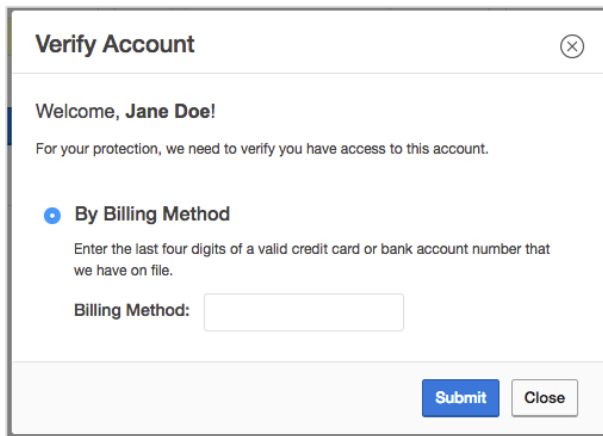
If you have setup online access in the past, the system will present you with the following box:



If you have never setup online access in the past, the system will check if you have an email address on file. If you do, the system will present you with the following box:



If you do not have an email address on file, the system will ask you to enter the billing information tied to your account.



Enter your billing information. If you have neither an email address nor a billing method on file,

the system will present you with your branch's contact information. The staff from that branch will be able to give you information on setting up online access for you over the phone.

### **Sign Up**

Use this box (far right) if you have never attended anything at this organization before. You may sign up for a non-paying membership to simply register for a program, child care program or camp program or a full-paying membership complete with access to the facility and typically special program pricing.

Choose the location you wish to attend to get started.