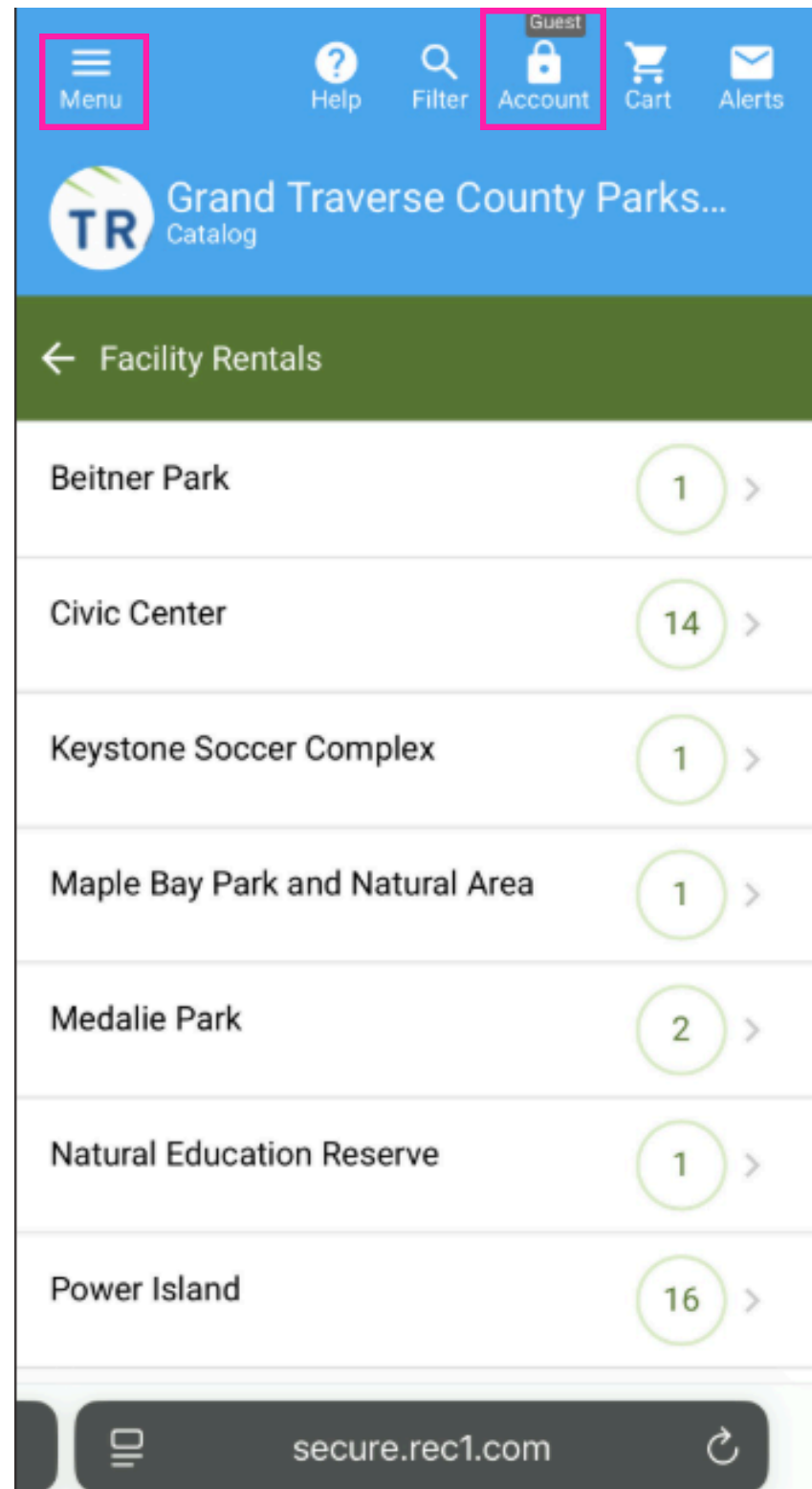


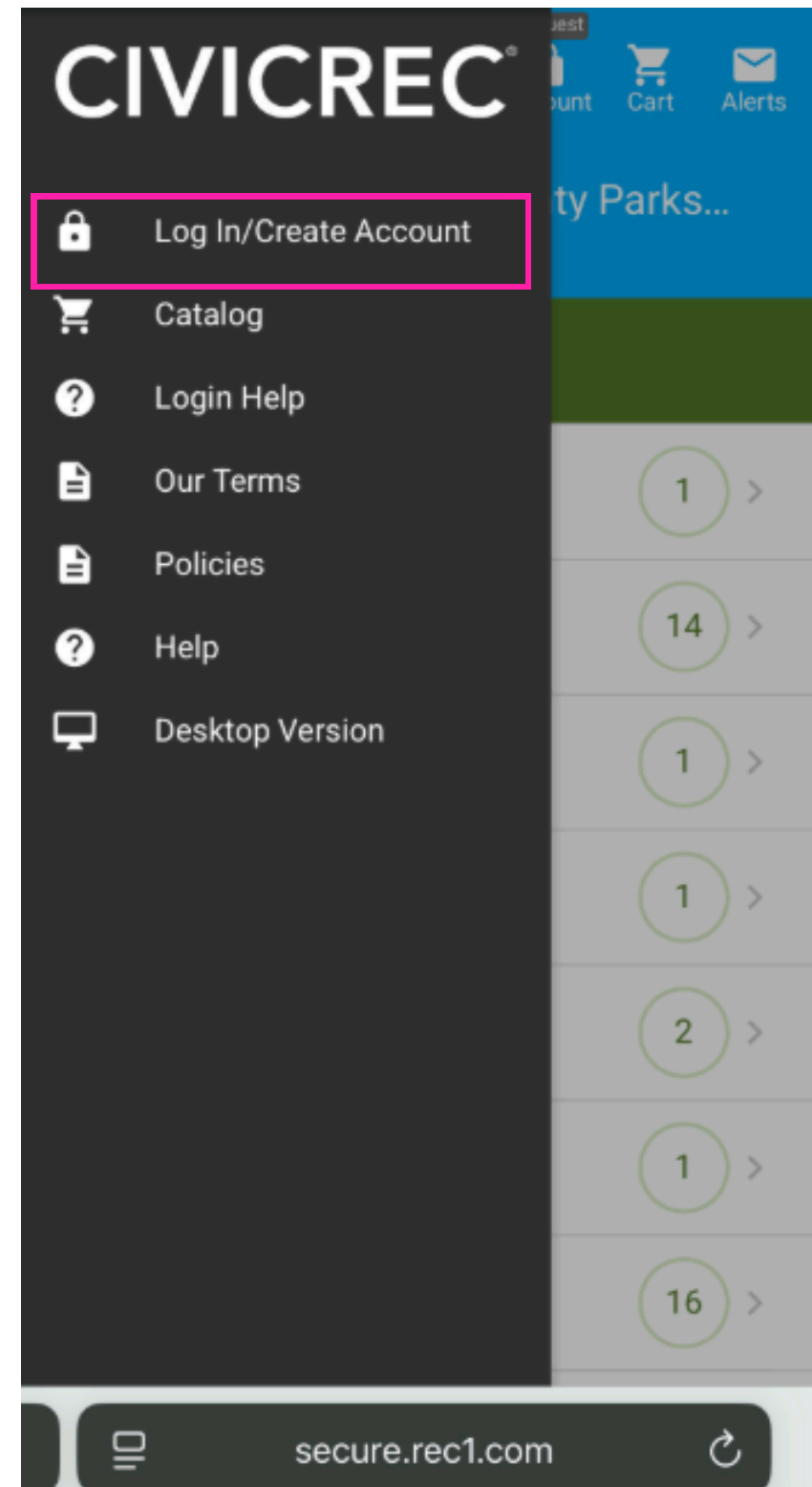
How to Sign up & Create a Civic Rec Account

(Mobile Version)

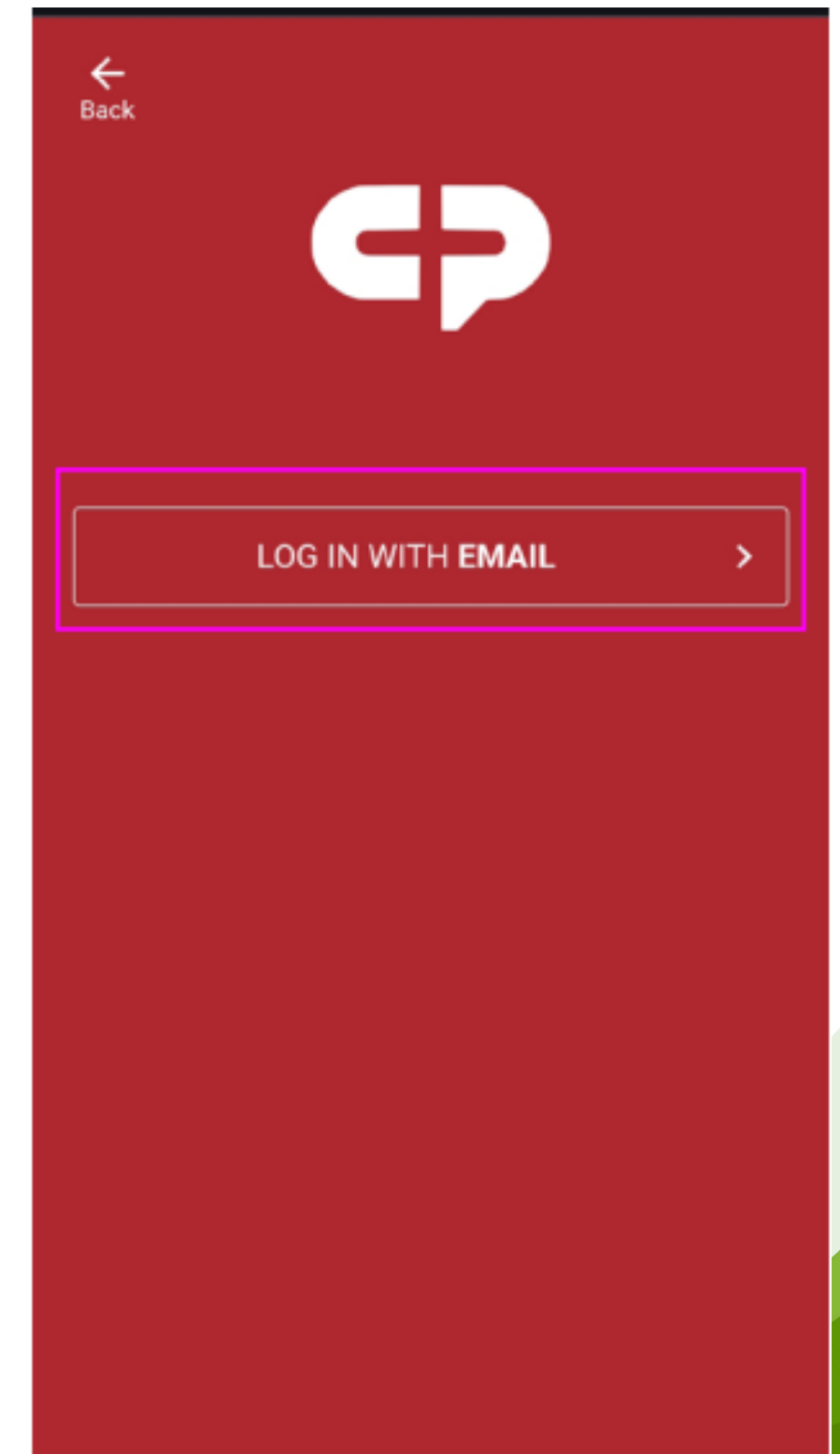
STEP 1 - To create an account you must first sign up. To do that, tap on **Menu**.



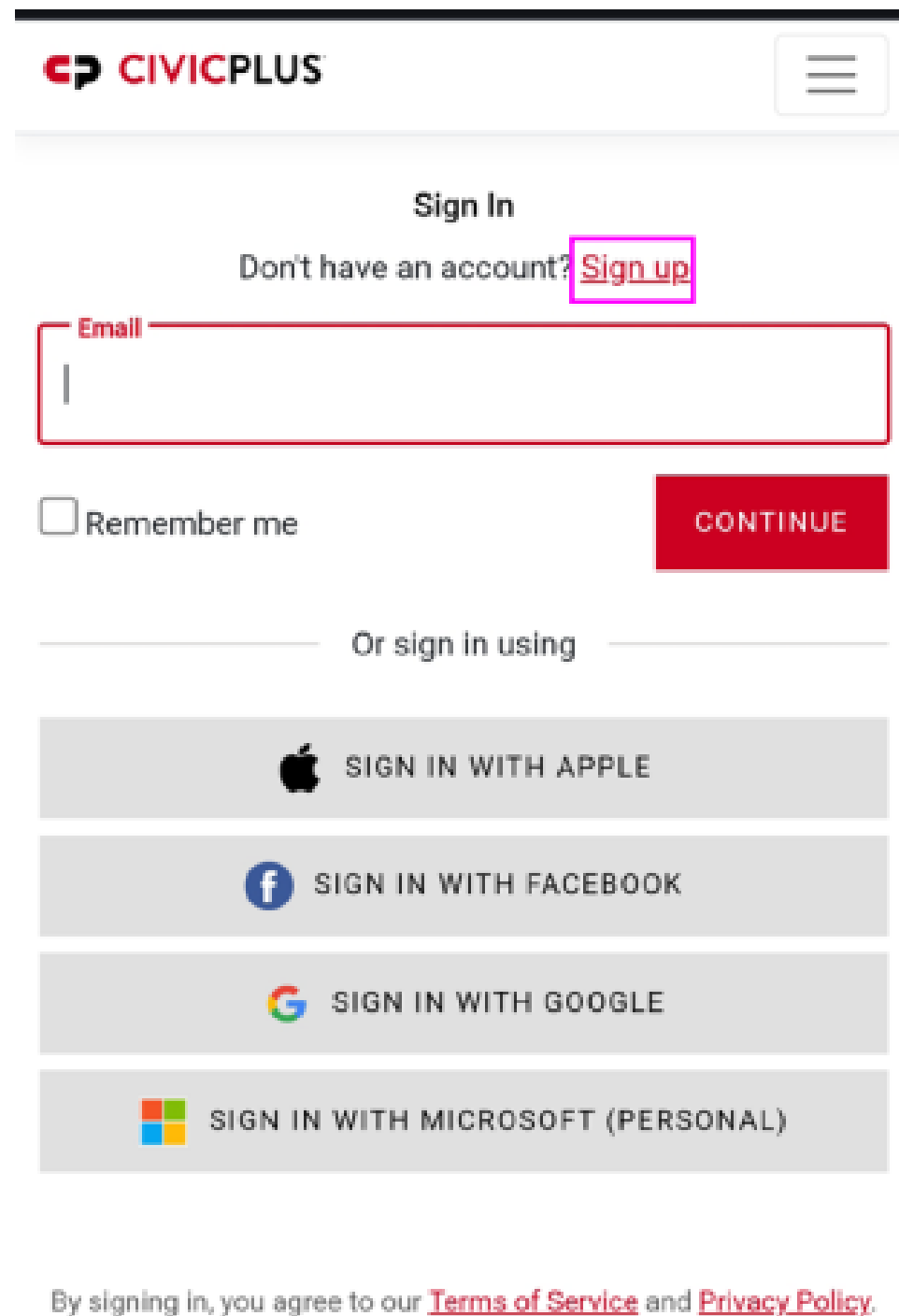
STEP 2- Tap **Log In/ Create Account**.



STEP 3 - Tap **Log In With Email**.



STEP 4 - Tap Sign up.



CIVICPLUS

Sign In


Don't have an account? **Sign up**


Email


☐ Remember me


CONTINUE

Or sign in using

 SIGN IN WITH APPLE

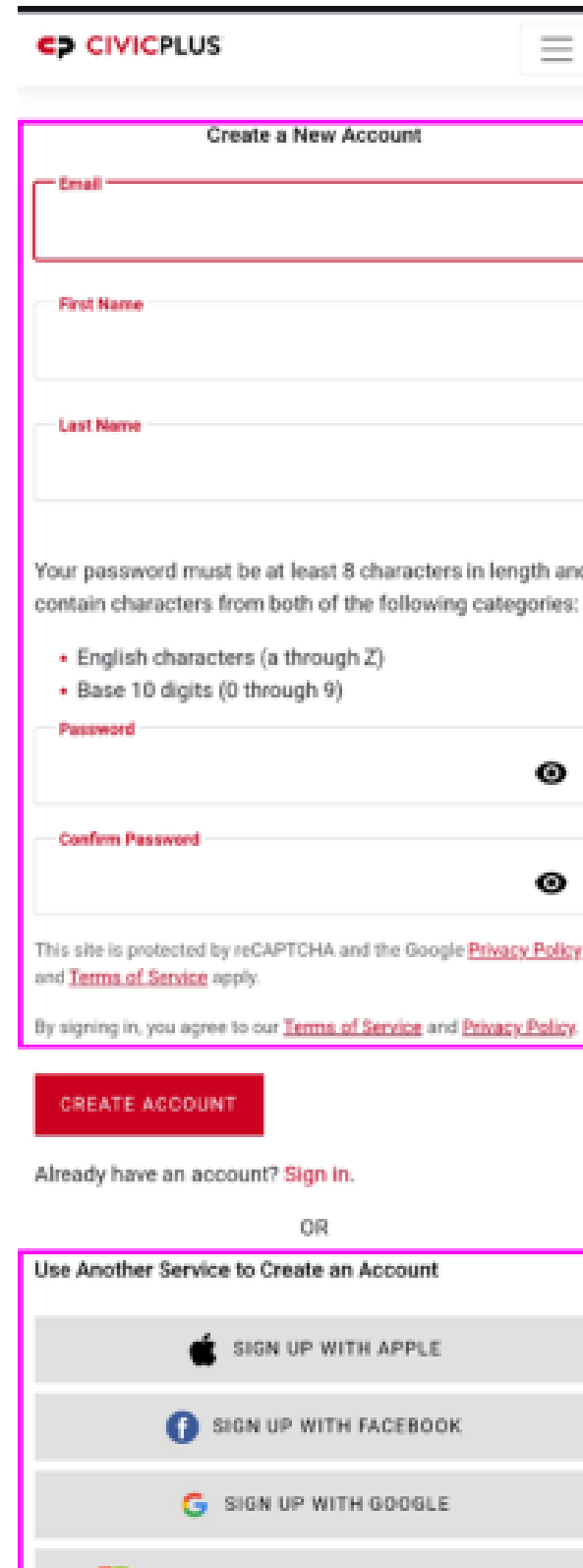
 SIGN IN WITH FACEBOOK

 SIGN IN WITH GOOGLE

 SIGN IN WITH MICROSOFT (PERSONAL)

By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#).

STEP 5 - There are two options for creating an account: Email or Use Another Service. If you choose Email, fill out all fields.



CIVICPLUS

Create a New Account

Email

First Name

Last Name

Your password must be at least 8 characters in length and contain characters from both of the following categories:

- English characters (a through Z)
- Base 10 digits (0 through 9)

Password

Confirm Password

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.


By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#).


CREATE ACCOUNT


Already have an account? [Sign in.](#)

OR

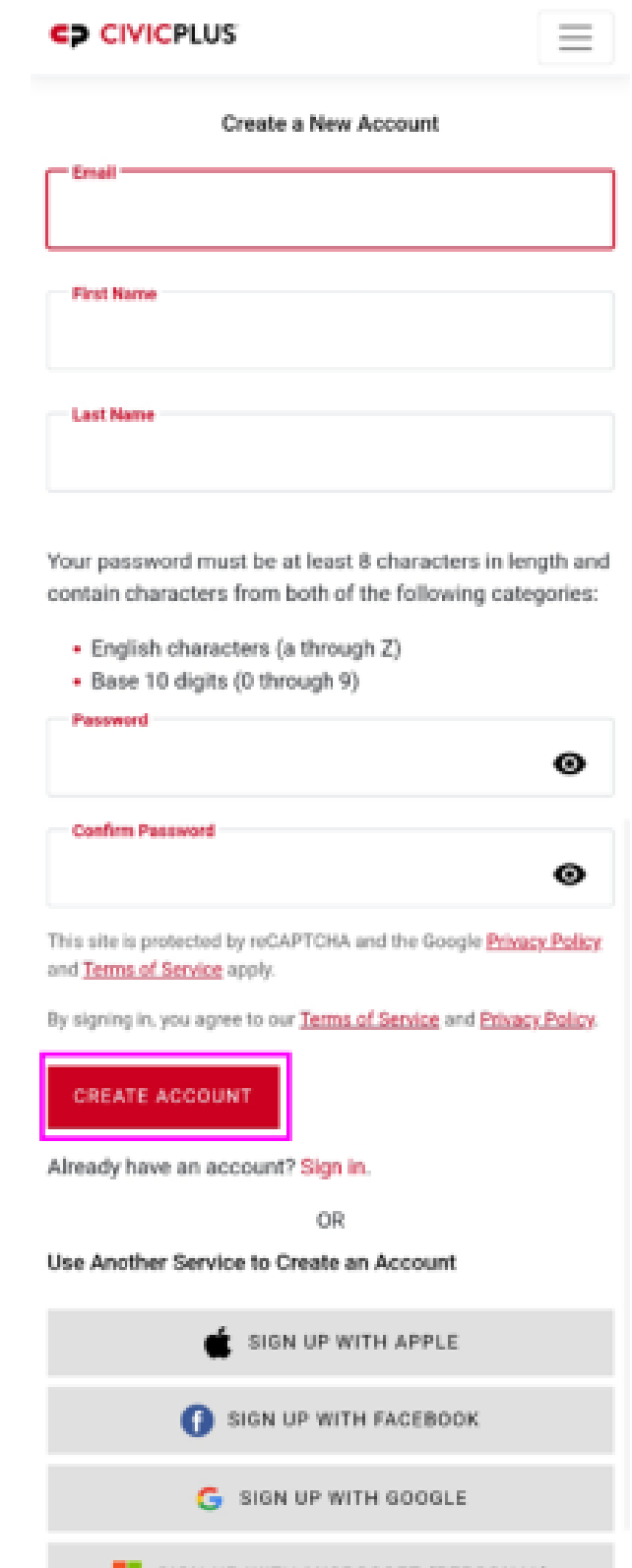
Use Another Service to Create an Account

 SIGN UP WITH APPLE

 SIGN UP WITH FACEBOOK

 SIGN UP WITH GOOGLE

STEP 6 - If you choose Email, tap **Create Account**. If you choose to use Another Service, skip to step 9.



CIVICPLUS

Create a New Account

Email

First Name

Last Name

Your password must be at least 8 characters in length and contain characters from both of the following categories:

- English characters (a through Z)
- Base 10 digits (0 through 9)

Password

Confirm Password

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.


By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#).


CREATE ACCOUNT


Already have an account? [Sign in.](#)

OR

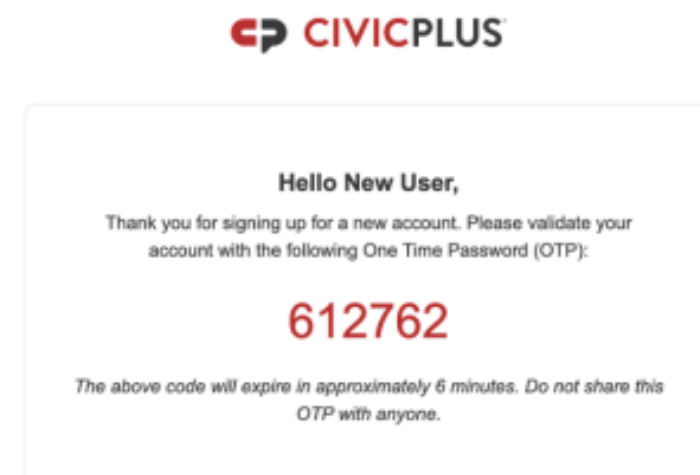
Use Another Service to Create an Account

 SIGN UP WITH APPLE

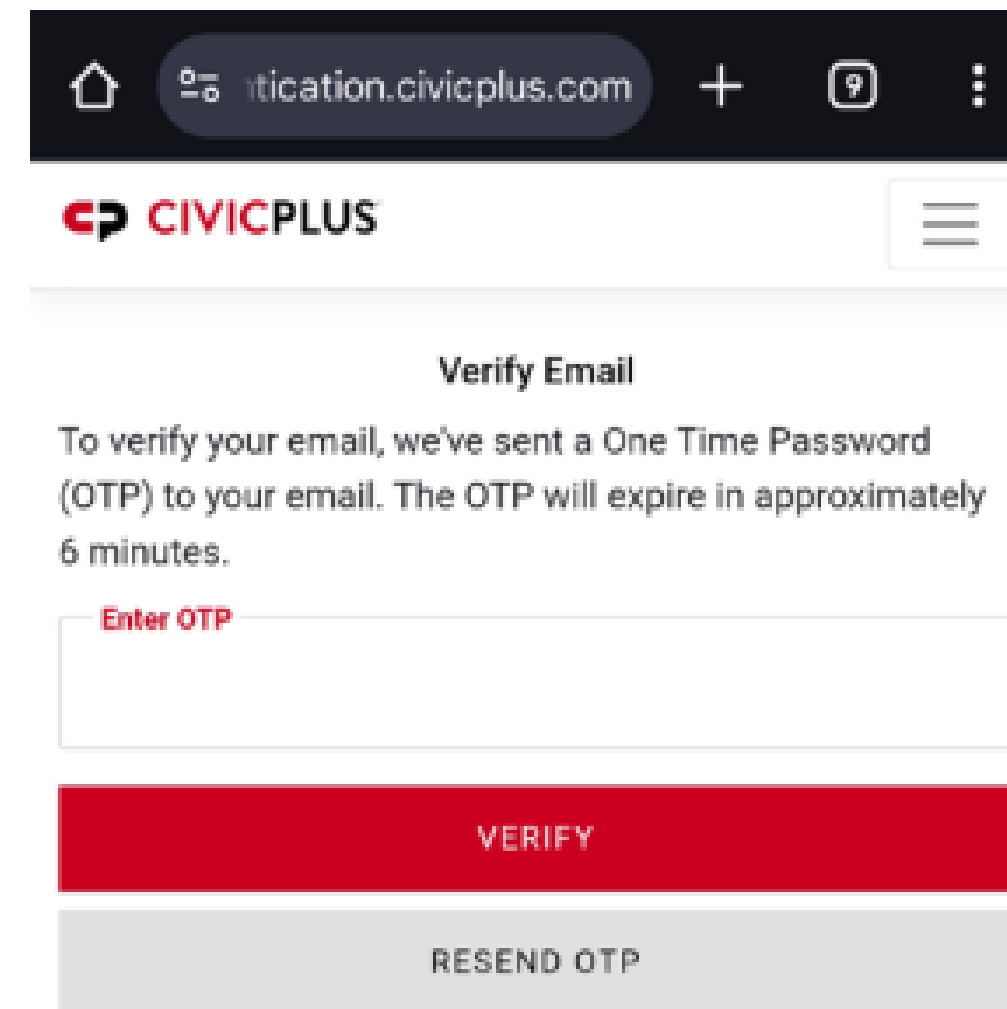
 SIGN UP WITH FACEBOOK

 SIGN UP WITH GOOGLE

STEP 7 - You will be emailed a One Time Password (OTP) to the email you entered



STEP 8 - Enter the **OTP code**. Do not use the code from the example.

A web browser interface for email verification. The address bar shows "verification.civicplus.com". The page header includes the CivicPlus logo and a hamburger menu icon. The main heading is "Verify Email". Below it, a message states: "To verify your email, we've sent a One Time Password (OTP) to your email. The OTP will expire in approximately 6 minutes." There is a text input field with the placeholder "Enter OTP". Below the input field are two buttons: a red "VERIFY" button and a grey "RESEND OTP" button.

STEP 9 – Fill out the fields listed and tap **Apply** to save the entered information that field. Only the primary phone number is required.

Example of Apply button that appears below entered info of each field.

The screenshot shows the 'Demo [PROVISIONAL]' account settings page. At the top, there's a 'Back' button and a 'Catalog' icon. Below the header is a red banner for 'CIVICPLUS PLATFORM ACCOUNT SETTINGS'. The page is divided into sections: 'Account' with an email field (gt parks@gtcountymi.gov), 'Basic Info' with fields for 'SBRP Demo', 'Gender', 'Pronouns', and 'Birthdate', and 'Contact' with a 'Primary' phone number field (000-000-0000). Each field has an edit icon (pencil) on the right.

This screenshot focuses on the 'Contact' section of the form. It shows three phone number fields: 'Primary' (000-000-0000), 'Mobile' (000-000-0000), and 'Work' (000-000-0000). Below these is a checkbox labeled 'Apply Contact Changes To Other Household Members' which is checked. The 'Address' section is partially visible at the bottom, showing an 'Address' field and another 'Apply' checkbox.

This screenshot focuses on the 'Address' section. It shows an 'Address' field with the text '1213 W Civic Center Dr.'. Below the field are two buttons: a red 'CANCEL' button and a green 'APPLY' button. The 'APPLY' button is highlighted with a pink border. Below the address fields is a checkbox labeled 'Apply Address Changes To Other Household Members' which is checked. The 'Emergency Contacts' section is visible at the bottom, showing a link to 'Manage Emergency Contacts (0 of 1 required)'.

STEP 10 - An emergency contact is required for each account member. Tap **Manage Emergency Contacts** to enter information.

This screenshot shows the 'Manage Emergency Contacts' section highlighted with a pink box. Above it are fields for 'Address', 'Address 2', and a location pin. Below the highlighted section is an 'Upload Documents' area with a 'Manage Documents' button. At the bottom is an 'Account Members' section with a green plus icon.

STEP 11 - Fill out the required fields, marked with an asterisk (*).

This screenshot shows the 'Add New Emergency Contact' form. The fields 'Emergency Contact First Name *', 'Emergency Contact Last Name *', 'Relationship *', and 'Emergency Contact Phone *' are highlighted with a pink box. The form also includes a 'Relationship' dropdown menu, an 'Emergency Contact Email' field, and an 'ADD NEW CONTACT' button at the bottom. A blue bar at the very bottom indicates '0 OF 1 CONTACTS ADDED'.

STEP 12 - Once all required fields are filled, a green button will appear at the bottom to save the info, tap **Add New Contact**.

This screenshot shows the 'Add New Emergency Contact' form with all required fields filled: 'Emergency Contact First Name' (Name), 'Emergency Contact Last Name' (Demo), 'Relationship' (self), and 'Emergency Contact Phone' (231-922-4818). The 'ADD NEW CONTACT' button is highlighted with a pink box. An 'Emergency Contact Email' field is also present. A blue bar at the bottom indicates '0 OF 1 CONTACTS ADDED'.

STEP 13 - Your emergency contact has been saved and will appear at the top. Tap **Account Profile** to continue.

← Back Demo: Emergency Contacts

My Emergency Contacts (1 of 5 max)
Click and drag your emergency contacts below to set priority.

1: Demo self, 231-922-4818

Add New Emergency Contact for SBRP Demo

Emergency Contact First Name *

Emergency Contact Last Name *

Relationship *
Choose an option or type your own

Emergency Contact Phone *

Emergency Contact Email

+ ADD NEW CONTACT

ACCOUNT PROFILE

STEP 14 - To add additional account members, tap the **green/white plus button**.

Address 2

Traverse City, MI 49686

Apply Address Changes To Other Household Members

Emergency Contacts

Manage Emergency Contacts (1 of 5 selected)

Upload Documents

Manage Documents

Account Members

No account members for this user

*If you have no additional account members to add, then your account is complete and you may begin browsing our catalog. Tap **Catalog**.

← Back Demo Catalog

CIVICPLUS PLATFORM ACCOUNT SETTINGS

Account

rgtparks@gtcountymi.gov

Basic Info

Demo

Gender

Pronouns

06/01/1988

Contact

Primary
231-922-4818

STEP 15 - Fill out the fields listed and tap **Apply** to save the entered information that field. The following fields are not required: Middlename, Suffix, Gender, or Pronouns. All others are required fields. After entering an emergency contact, tap **Create Account**, to save that member. Repeat this step as necessary.

The image displays two screenshots of a mobile application's 'Create User' form. The left screenshot shows the 'Basic Info' section, which includes fields for Firstname, Middlename, Lastname, Suffix, Gender, and Pronouns. The right screenshot shows the 'Address' section, which includes fields for Address, Address 2, City, State, and Zip, and a 'CREATE ACCOUNT' button at the bottom.

Left Screenshot: 'Create User' Form - Basic Info Section

- Account** section: ☒ Use Parent Contact Info
- Basic Info** section:
 - Firstname: Firstname
 - Middlename: Middlename
 - Lastname: Lastname
 - Suffix: Suffix
 - Gender: ☐ Male ☐ Female ☐ Non-Binary ☐ Prefer Not To Say
 - Pronouns: (empty field with a red 'X' icon)
 - Birthdate: MM / DD / YYYY

Right Screenshot: 'Create User' Form - Address Section

- Address** section:
 - Grade: N/A
 - Address: 1213 W Civic Center Dr.
 - Address 2: Enter address
 - City: City
 - State: State
 - Zip: Zip
 - ☒ Apply Address Changes To Other Household Members
 - Manage Emergency Contacts (0 of 1 required)
 - CREATE ACCOUNT** button

STEP 16 - Once you have created all of your necessary account members, tap **Catalog** to begin browsing.

The screenshot displays the 'CIVICPLUS PLATFORM ACCOUNT SETTINGS' interface. At the top, there is a blue header bar with a 'Back' arrow, the name 'Demo', and a 'Catalog' button highlighted with a red box. Below the header is a red button labeled 'CIVICPLUS PLATFORM ACCOUNT SETTINGS'. The main content area is divided into sections: 'Account' (containing an email field 'gtparks@gtcountymi.gov'), 'Basic Info' (containing fields for 'Demo', 'Gender', 'Pronouns', and '06/01/1988'), and 'Contact' (containing a 'Primary' phone field '231-922-4818'). Each field has an edit icon (pencil) to its right.