



## HOW TO LOGIN ONTO YOUR ONLINE ACCOUNT

### **A. To create an account online:**

1. Go to EBParksOnline URL: <https://ebparks.apm.activecommunities.com/Home>
2. **Select** "Create An Account"
3. **Fill out** all the information in the required field.

**YOU ALREADY HAVE AN ACCOUNT IF YOU HAVE MADE A RESERVATION/REGISTRATION THROUGH THE CALL CENTER — DO NOT CREATE A NEW ACCOUNT**

### **B. To activate your existing account online, make payments, view contracts, etc OR if you have forgotten your password:**

1. Go to EBParksOnline URL: <https://ebparks.apm.activecommunities.com/Home>
2. **Select** "Sign In"
3. **Select** the **blue** link that reads "**Forget Your Password?**"
4. **Enter** in your email address that you gave at the time of making the reservation or registration

**\*Your email address is the email address that your contract was sent to after making the reservation or registration**

5. A system-generated TEMPORARY password will be sent to your email.
6. **Go to** YOUR email's inbox and copy the password that was sent
7. **Go back** to EBParksOnline URL: <https://ebparks.apm.activecommunities.com/Home>
8. **Select** "Sign In"
9. **Enter** in the email address and the temporary password that was sent to you by email  
**\*Current Password means the temporary password that was just sent to you by email;**
10. **Enter** in a new password
11. **Select** "Save"

**\*TO MAKE PAYMENTS go to "Pay On Account"**

**\*TO VIEW OTHER TRANSACTIONS go to "List Prior Transactions – that will show you a list of reservations by contract number**