

How to set up an account on Community Pass and purchase beach badges/lockers

Go to <http://www.communitypass.net>

In the upper *right* hand corner- click the blue link **Login**, a prompt will pop up, click **Login** again.

Enter Community Name- *Spring Lake Borough, NJ*, it will automatically pop up, once the **Continue...** button is active, click **continue...**

On this screen you can either, **Create an Account** or **Login to an Existing Account**

Once you have created your account OR logged in to your existing account- you can register for your beach locker, beach box, and beach badges by clicking the **Register Now** link.

Find **Beach Badges, Lockers, and Pool** and click **Continue**

Follow the prompts, by selecting your name as the primary contact, checking that all of your information is up-to-date

Click **Continue**, on this page please verify your email address, and verify your email preferences, click **Continue**

On this page you only need to select the primary adult on your account, you do NOT need to select all family members! Click **Continue**

On this page you have the options to purchase:

Seasonal Beach Badge (ages 12+)	\$105.00
Badge Gift Box	\$2.00

Once you have made your beach badge selections, at the bottom, click **Continue**

Next you will have to agree to the Refund Policy and supply your electronic signature, click **Continue**

Next enter your payment information, we accept VISA or MasterCard for credit cards or you can supply your checking account information for an e-check, click **Continue**

Once your payment information is entered you can click **Complete Transaction**

You will receive an email receipt. Once your order has been fulfilled, you will receive an email regarding pick up information.

*If you are having someone other than yourself pick up beach badges, please add them to your account as an adult by following the steps below:

How to add an adult on Community Pass:

-Log onto Community Pass

-At homepage click "**VIEW ACCOUNT**"

-Along the header, **Individual Information**, you will see **Add Adult** and **Add Child**

-Click **Add Adult**

-Enter the adults information who will be picking up your beach badges.

-On the bottom, click **Add Adult**, to finish.