

# New User Login to Webtrac

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## Use your PARK Central Sales Receipt to gain access to your online account

If you have made a purchase from the Blue Bell Aquatic Center, you have a PARK Central receipt you can use to view your account as well as make reservations and sign up for activities. This brief document will show you how in 4 steps:

**Step 1:** get the Household number from your receipt:

### FACILITY SALES RECEIPT



Receipt #	194653
Payment Date:	02/05/16
Household #:	00000

**Step 2:** go to <https://rectrac.cityofbrenham.org>

Use your household number in the username and password boxes and click "Log in"

A screenshot of the "ACCOUNT LOG IN" form. It has a dark blue header with the text "ACCOUNT LOG IN" in white. Below the header are three input fields: "Username", "Password", and a "Log In" button. At the bottom, there is a "Forgot Password" link.

**Step 3:**

You will be asked for your current password (use your household number)

Create a username and retype it for verification

Create a password and retype it for verification

You must include an email address, verify the email on file is correct or update it if it isn't

A screenshot of the account settings form. It has a dark grey header with the text "To change your account settings enter your current Password". Below the header are four sections: "Change your User Name" with "New User Name:" and "Retype User Name:" fields; "Change your Password" with "New Password:" and "Retype New Password:" fields; and "Change your Email" with "Current Primary Email Address:" and "Retype Primary Email Address:" fields. At the bottom, there is a red asterisk and the text "\* REQUIRED DATA". Below the form are two buttons: "Save Changes" and "Clear Form".

Click "Save Changes" when you are finished

**Step 4:** You are now logged into PARK central's Rectrac software and can use your account. Remember, if you lose your login information, it you can reset it on the login screen by clicking "Forgot Password" Your information will be emailed to you so you can gain access to your account and reset the password.