



Online Account Management

Setting up your Online Account

Online Program Registration (back)

Set-up your online account at philaymca.org. This system will provide you the following account information online:

View your account Register for programs online	Manage payment options Make payments online View payment history	View any balances paid or due Edit billing options
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To access your account, follow the steps below. If you do not have this information available, or if it has changed since you joined the Y, contact the Hatboro Area YMCA Welcome Center. 215-674-4545.

To begin, you will need the following information from the **Primary Member**. Generally, the Primary Member is the adult who initially established the membership.

The Primary Member's **Last name**

The Primary Member's **birth date** and the **main zip code** on the account

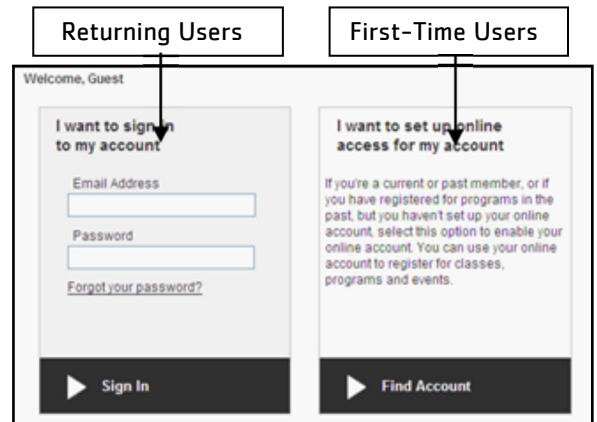
The last **4 digits of a valid credit card**, **4 digits of your bank account number** or the **email address of the Primary Member**, that we have on file, to verify your account.

DIRECTION TO ACCESS YOUR ACCOUNT FROM OUR WEBSITE (philaymca.org)

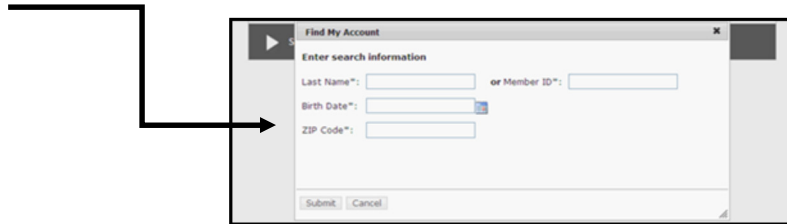
Click the "My Account" Button in the top right hand corner of the website.

Returning Users: Proceed to the far left to sign in to your account:
For First Time Users:

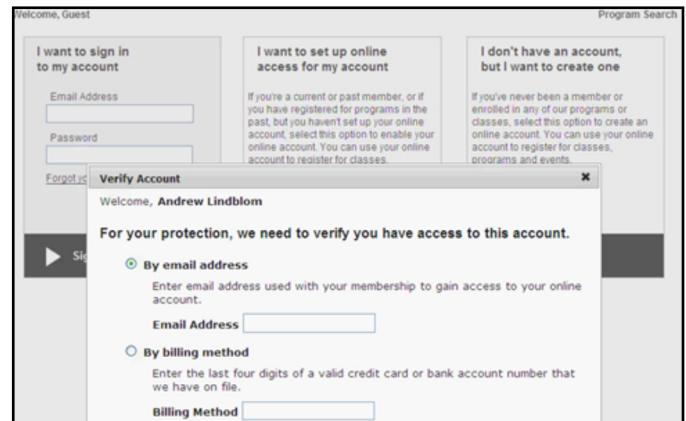
a. Go to the selection "Find Account" to set up your online account.



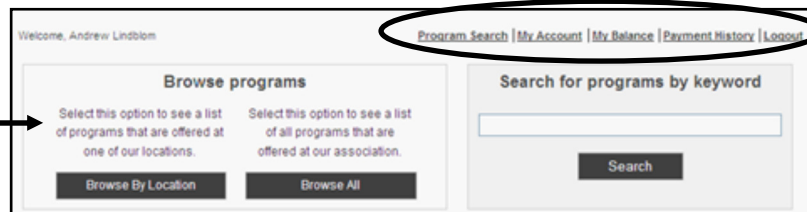
b. Enter the Primary Member Information in the appropriate fields:



c. For your protection you will now be asked to verify your personal information. This can include the email address for the Primary Member (if there is one on file) or the last four digits of any stored billing method on the account:



d. If you verify using an email address, then an automated response will be sent to your email account. Please access your email account and click the link to set up a new account password. Once you are logged in you now have access to your membership account. **Please use the upper right hand links to view your information:**





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Program Registration

Note: Members who receive discounted programs, must continue to register at the Welcome Center. This includes those on Financial Assistance and who hold Youth Insurance Memberships.

1. **LOG ON TO YOUR ACCOUNT.** Browsing from MY ACCOUNT is the **EASIEST** way to see all programs and classes rather than trying to searching from the home page of the website.
 - Go to philaymca.org and click MY ACCOUNT in the top right hand corner
 - Sign in using your e-mail address & password. If you are a first time user, then please refer to "Online Account Management Directions for Members" on the back of this page.
2. Click **Program Search.** You can now search:
 - For a specific Branch by selecting Browse by location
 - By selecting Browse All
 - Or by entering into the search field a specific program name
i.e. Gymnastics - Beginner(Age3)
3. Once you have found the program, select the program link.
4. Now click the box next to the Program Session you would like.
5. Click the "REGISTER" button on the upper right of the screen.
6. Select the individual to attend the program. This could be anyone who is actively on your membership.
7. To finish click the "Check out" button. All programs require you to check out even if there is no cost for the program.
8. You may continue registering for other programs by selecting the "Register for more Programs" link.

How to pay for online purchases:

- Use your existing stored account
- Add an additional account. Note: If you add an additional account it will be stored online and can be used for additional purchases at a later time.
- Select the "Finish" button when you are ready to complete the purchase.
- Finally, you will see a confirmation screen so that you know you have registered for the program. We recommend you print this for your records.

Important Notes Regarding Online Program Registration:

- Online registration becomes available at **1 A.M. EST** on the first day of registration.
- Programs are only available for registration during a specific time period. If you cannot find the program you are looking for, it may not be available for registration yet, or the registration deadline may have expired.
- Not all programs are currently available for online registration. If there is a specific program you would like to register for and you do not see it online, please call or stop by the Hatboro Area YMCA.
- When finished, please remember to log off your account!

5/16/2017