

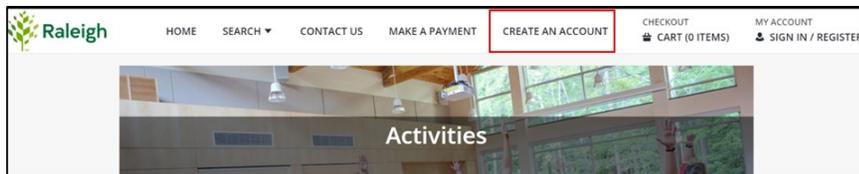
How to Create a RecLink Account

On a Computer



Step 1

Go to the [RecLink](#) website.
Click **CREATE AN ACCOUNT** on the top of the page.



Step 3

Add your email address two times to confirm it is correct.
Optional Fields:
Receive Promotional Emails
Race
Hispanic/Latino/Spanish Origin

Email #1 * Confirm Email * Opt-in for Promotional Emails Yes No

Optional: What is this person's race? (Select one or more)

Optional: Is this person of Hispanic, Latino, or Spanish origin?

Step 2

Fill in your information.
The red fields are required.

Email Address
Password
Re-type Password to confirm
First Name
Last Name
Birthday
Gender
Address
City
State
Zip Code

Household Add

New Account Information

Email Address *

Password *

Re-type to Confirm *

Household Primary Person Information

First Name * Last Name * Birthday *

Gender * Address Line 1 * Address Line 2

City * State * Zip Code *

Country Category Phone #1 *

Phone #1 Type * Phone #2 Phone #2 Type

Step 4

Add any additional family members – can be your children, spouse, or anyone else who lives in the same household.
For each new member, click the **Add New Member** button and type in:

First Name
Last Name
Birthday
Gender
Relationship
(additional family member or secondary guardian)
Optional Fields:
Email Address
Phone Number and Type
Race and Hispanic/Latino/Spanish ethnicity

Additional Family Member

Add New Member

First Name * Last Name * Birthday *

Gender * Relationship * Email #1

Phone #1 Type #1

Phone #2 Type #2

Optional: What is this person's race? (Select one or more)

Optional: Is this person of Hispanic, Latino, or Spanish origin?

Remove New Member

How to Create a RecLink Account

On a Computer



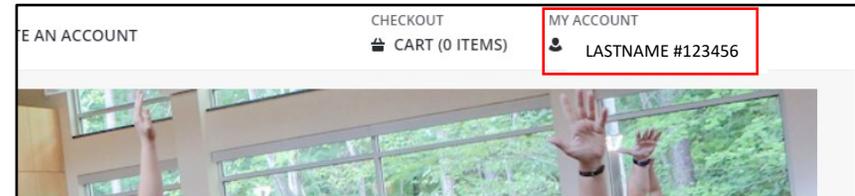
Step 5

Add an Emergency Contact if it's outside of your household members.

A screenshot of the "Emergency Contacts (In Addition to Household Members)" form. It includes a blue "Add New Contact" button, input fields for "First Name *", "Last Name *", "Relation", and "Phone #1 *", and a "Remove New Contact" button. The "Phone #1" field has "919" entered.

Step 7

Your account has now been created. You should see your last name in the top right under MY ACCOUNT.



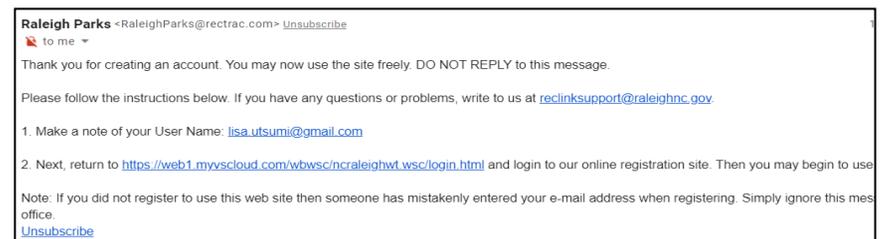
Step 6

Select **Yes** or **No** to receive marketing and promotional items in the mail. Click **Save**.

A screenshot of the "Household Questions" form. It contains a question: "Do you wish to receive marketing and promotional items via mail? *". Below the question is a dropdown menu currently showing "-- Not Selected --". At the bottom of the form, the "Save" button is highlighted with a red box.

Step 8

You should receive a confirmation email from Raleigh Parks that your account has been created.



Email@address.com

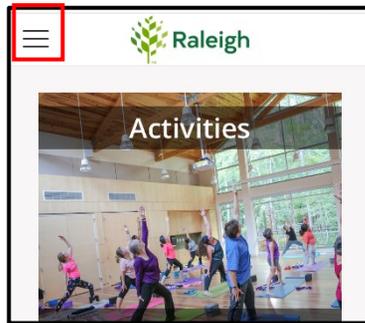
How to Create a RecLink Account

On a mobile device



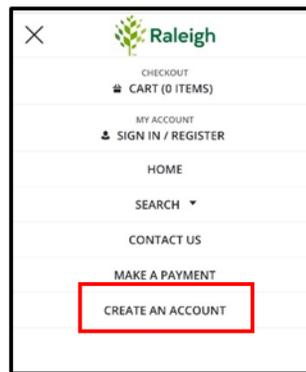
Step 1

Go to the [RecLink](#) website. Click on the three lines at the top left of the screen



Step 2

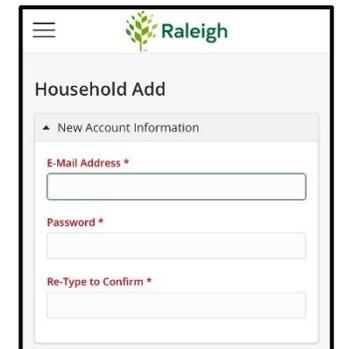
Click on **CREATE AN ACCOUNT** on the menu.



Step 3

Fill in your information.
The red fields are required.

Email Address
Password
Re-type Password
Password to confirm



Step 4

Enter your:
First Name
Last Name
Birthday
Gender
Address

A screenshot of the Raleigh website's "Household Primary Person Information" form. It contains several input fields: "First Name *", "Last Name *", "Birthday *", "Gender *", "Address Line 1 *", and "Address Line 2". The asterisks indicate required fields.

Step 5

Enter your:
City
State
Zip Code
Phone Number
Phone Type

A screenshot of the Raleigh website's "Household Primary Person Information" form, showing the address and phone information section. It contains input fields for "City *", "State *", "Zip Code *", "Country", "Category", "Phone #1 *", and "Phone #1 Type *". The asterisks indicate required fields.

Step 6

Add your email address (2 times).

Optional Fields:
- Receive Promotional Emails
- Race
- Hispanic/Latino/
Spanish Origin

A screenshot of the Raleigh website's "Household Primary Person Information" form, showing the email and optional fields section. It contains input fields for "Email #1 *", "Confirm Email *", "Opt-In for Promotional Emails", "Optional: What is this person's race? (Select one or more)", and "Optional: Is this person of Hispanic, Latino, or Spanish origin?".

How to Create a RecLink Account

On a mobile device



Step 7

Add additional members to your account - anyone else who lives in the same household.

For each new member, click **Add New Member**
Type in:

- **First Name**
- **Last Name**
- **Birthday**
- **Gender**
- **Relationship**

Step 8

Optional Fields:
Email Address
Phone Number
Phone Type
Race
Hispanic/Latino/
Spanish Origin

Step 9

Add an
Emergency
Contact if it's
outside of your
household
members.

Step 10

Select **Yes** or **No** to receive marketing and promotional items in the mail.
Click **Save**.

Step 11

Your account has now been created. You should see your last name in the menu under MY ACCOUNT.

Step 12

You should receive a confirmation email from Raleigh Parks that your account has been created.