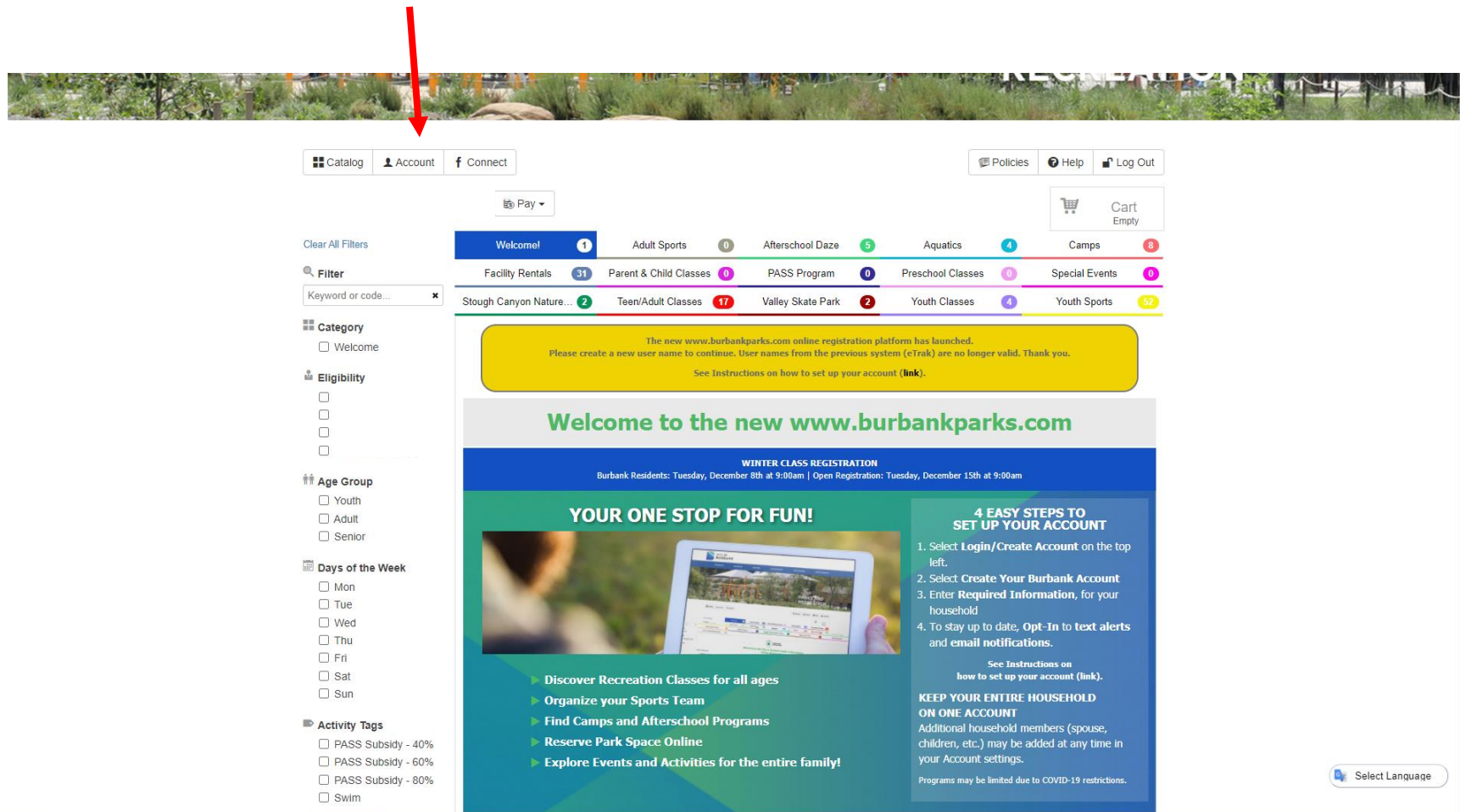


Afterschool Daze 2021-2022—How to Save Credit Card on www.burbankparks.com

STEP 1: On main page, click on ACCOUNT on left hand corner

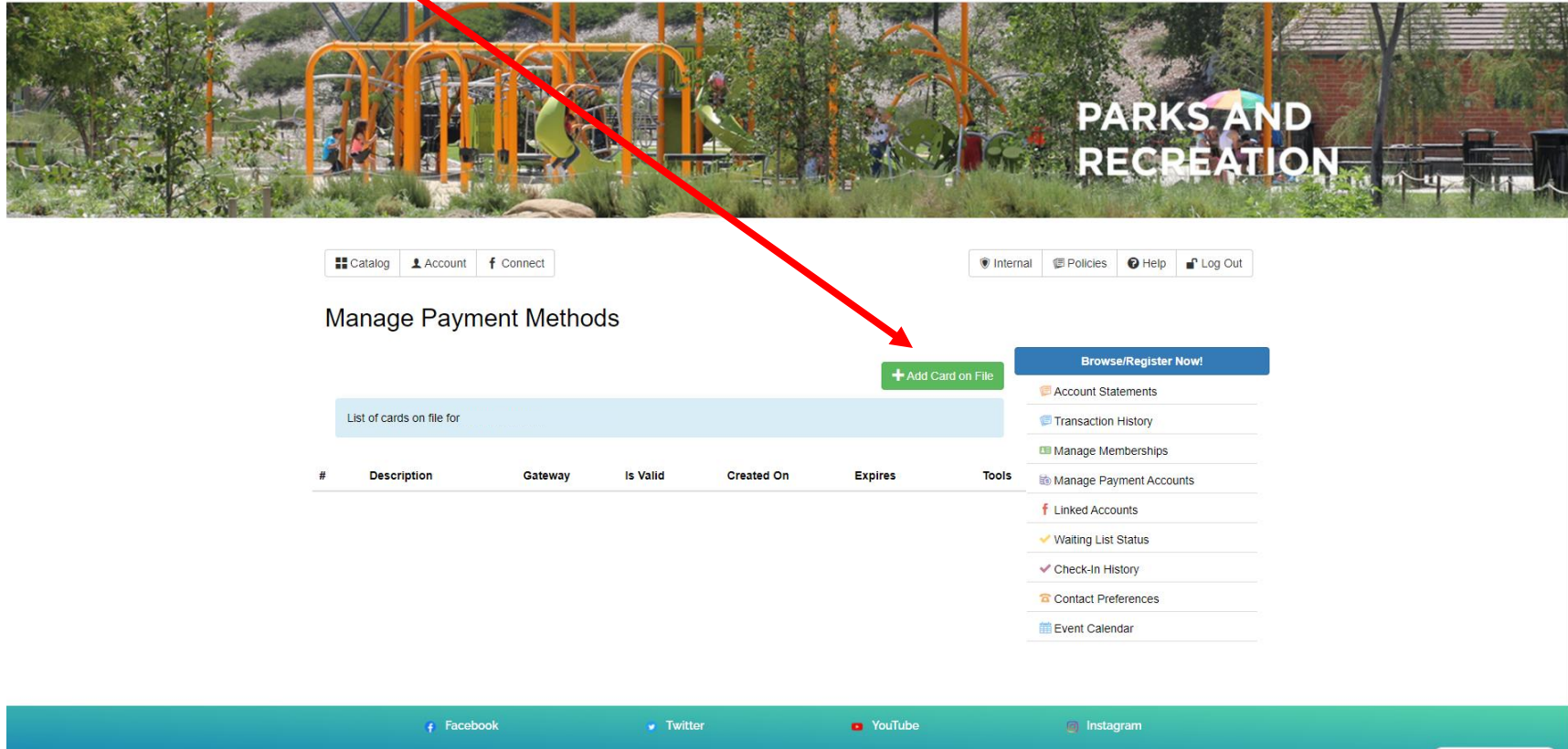


The screenshot shows the main page of the website. At the top left, there is a navigation bar with links for 'Catalog', 'Account', and 'Connect'. A red arrow points to the 'Account' link. To the right of these links are 'Policies', 'Help', and 'Log Out'. Below the navigation bar is a 'Pay' button and a 'Cart Empty' indicator. The main content area features a horizontal menu with categories: 'Welcome!' (1), 'Adult Sports' (0), 'Afterschool Daze' (5), 'Aquatics' (4), and 'Camps' (8). Below this is a 'Filter' section with a search bar and various filters for 'Category', 'Eligibility', 'Age Group', 'Days of the Week', and 'Activity Tags'. A yellow banner in the center of the page reads: 'The new www.burbankparks.com online registration platform has launched. Please create a new user name to continue. User names from the previous system (eTrak) are no longer valid. Thank you. See Instructions on how to set up your account (link).' Below the banner is a 'Welcome to the new www.burbankparks.com' section with a 'WINTER CLASS REGISTRATION' announcement. The main content area is titled 'YOUR ONE STOP FOR FUN!' and includes a list of features: 'Discover Recreation Classes for all ages', 'Organize your Sports Team', 'Find Camps and Afterschool Programs', 'Reserve Park Space Online', and 'Explore Events and Activities for the entire family!'. To the right of this list is a '4 EASY STEPS TO SET UP YOUR ACCOUNT' section with the following steps: 1. Select Login/Create Account on the top left. 2. Select Create Your Burbank Account. 3. Enter Required Information, for your household. 4. To stay up to date, Opt-In to text alerts and email notifications. Below the steps is a link to 'See Instructions on how to set up your account (link)'. At the bottom right, there is a 'Select Language' button and a note: 'Programs may be limited due to COVID-19 restrictions.'

STEP 2: Click on MANAGE PAYMENT ACCOUNTS

The screenshot shows the 'PARKS AND RECREATION' website dashboard. At the top, there is a banner image of a park with the text 'PARKS AND RECREATION'. Below the banner, there are navigation links for 'Catalog', 'Account', 'Connect', 'Policies', 'Help', and 'Log Out'. The main heading is 'MY DASHBOARD'. On the left, there is a section for 'ACCOUNT MEMBERS' with four profile icons and an '+ Add' button. The central area contains three main sections: 'NEW NOTIFICATIONS' (with a 'View Inbox' link), 'MY UPCOMING EVENTS' (empty), and 'MY RECENT REGISTRATIONS' (with a 'view All registrations' link). On the right, there is a vertical menu with a blue 'Browse/Register Now!' button at the top, followed by links for 'Account Statements', 'Transaction History', 'Manage Memberships', 'Manage Payment Accounts', 'Linked Accounts', 'Waiting List Status', 'Check-In History', 'Contact Preferences', 'Event Calendar', and 'Pay Balance (\$1,625.00)'. Below this menu is a 'Get Social with BURBANK' section with icons for Facebook, Twitter, and Instagram. At the bottom right, there is a 'Select Language' button. A red arrow points from the 'STEP 2' text to the 'Manage Payment Accounts' link in the right-hand menu.


STEP 3: Click on [ADD CARD ON FILE](#)



The screenshot displays the 'PARKS AND RECREATION' website header with a background image of a playground. Below the header, there are navigation links for 'Catalog', 'Account', and 'Connect' on the left, and 'Internal', 'Policies', 'Help', and 'Log Out' on the right. The main content area is titled 'Manage Payment Methods'. A green button labeled '+ Add Card on File' is highlighted with a red arrow. Below this button is a light blue box containing the text 'List of cards on file for'. Underneath is a table with columns: '#', 'Description', 'Gateway', 'Is Valid', 'Created On', 'Expires', and 'Tools'. To the right of the table is a blue button labeled 'Browse/Register Now.' followed by a list of menu items: 'Account Statements', 'Transaction History', 'Manage Memberships', 'Manage Payment Accounts', 'Linked Accounts', 'Waiting List Status', 'Check-In History', 'Contact Preferences', and 'Event Calendar'. The footer contains social media links for Facebook, Twitter, YouTube, and Instagram.

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STEP 4: Enter your Credit Card information, then click VERIFY

 Card Number *	Exp. Date *	Card Code *
Billing Address		
First Name	Last Name	
USA ▼	Zip	
Street Address	City	
State	Phone Number	
Company		
<input type="button" value="Verify"/>	<input type="button" value="Cancel"/>	

You're done! Your credit card payment is now on file. Your Afterschool Daze program payment will be charged automatically on the payment due date. Thank you!

If you encounter any problems, please contact us at 818-238-5435