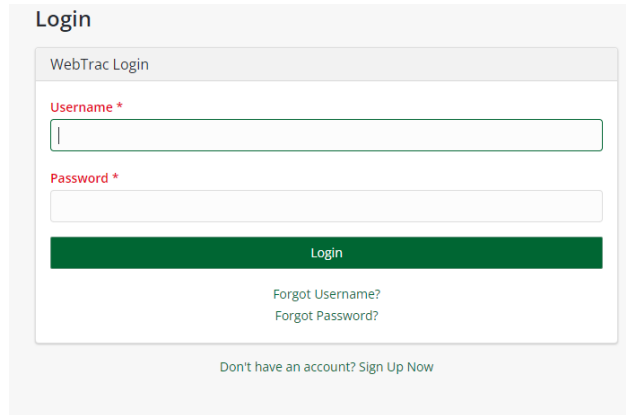
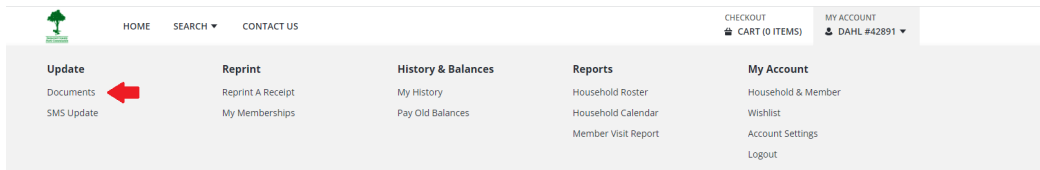


Uploading your AMA Card and SAA Registration

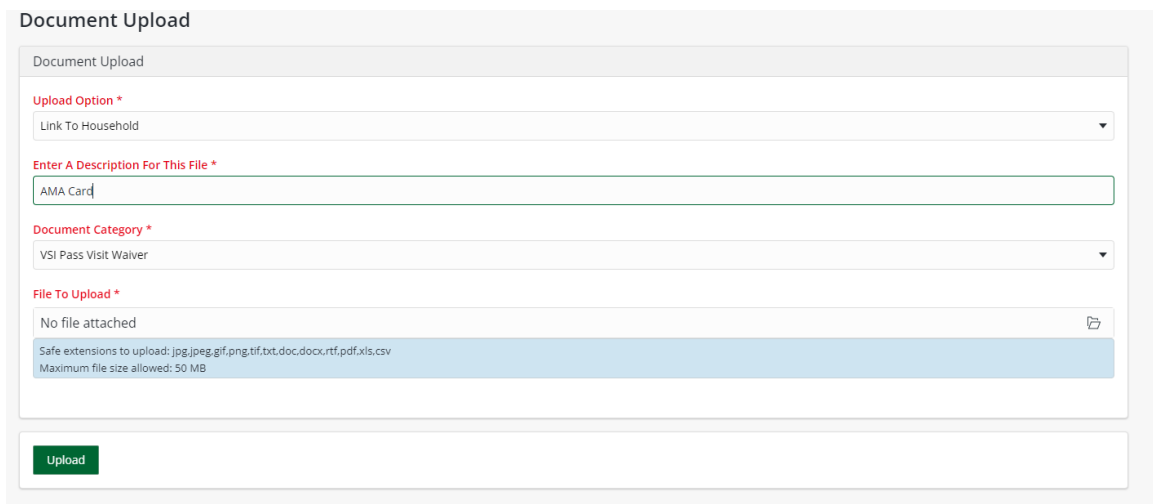
1. Login your account by visiting www.somersetcountyparks.org and on the front page clicking the “Picnic & Program Registration” icon and then click on the “Flying Field Permits” icon.
2. Enter your Household number as your username and Passcode. If passcode is a phone number, drop the parentheses and hyphen. Select Login

A screenshot of the WebTrac Login page. It features a title "Login" at the top. Below it is a box labeled "WebTrac Login" containing two input fields: "Username *" and "Password *". A green "Login" button is positioned below the password field. At the bottom of the box are two links: "Forgot Username?" and "Forgot Password?". Below the box is a link that says "Don't have an account? Sign Up Now".

3. Once logged in, Click on “My Account” in the top right-hand corner and select “Documents” in the drop down menu.

A screenshot of the user account menu. The top navigation bar includes links for HOME, SEARCH, and CONTACT US. On the right, there are links for CHECKOUT (CART (0 ITEMS)) and MY ACCOUNT (DAHL #42891). The MY ACCOUNT dropdown menu is open, showing options: Update (Documents, SMS Update), Reprint (Reprint A Receipt, My Memberships), History & Balances (My History, Pay Old Balances), Reports (Household Roster, Household Calendar, Member Visit Report), and My Account (Household & Member, Wishlist, Account Settings, Logout). A red arrow points to the "Documents" option under the "Update" section.

4. Select your name under “Upload Option”. Enter a Description for the document (ex. AMA Card). Chose “VSI Pass Visit Waiver” for “Document Category”.

A screenshot of the Document Upload form. It has a title "Document Upload" and a subtitle "Document Upload". The form contains four sections: "Upload Option *" with a dropdown menu showing "Link To Household"; "Enter A Description For This File *" with a text input field containing "AMA Card"; "Document Category *" with a dropdown menu showing "VSI Pass Visit Waiver"; and "File To Upload *" with a text input field showing "No file attached" and a file selection icon. Below the file selection field is a blue box listing safe extensions to upload: .jpg, .jpeg, .gif, .png, .tif, .txt, .doc, .docx, .rtf, .pdf, .xls, .csv, and a note that the maximum file size allowed is 50 MB. At the bottom of the form is a green "Upload" button.

5. To upload, click within the box that says “No File Attached”. A box will appear for you to select the file from your computer. Once selected, the name of your file will appear.
6. Click on the upload button and a green box should appear above “Document Upload” letting you know it worked.
7. If you have more than one file, please repeat for each document.