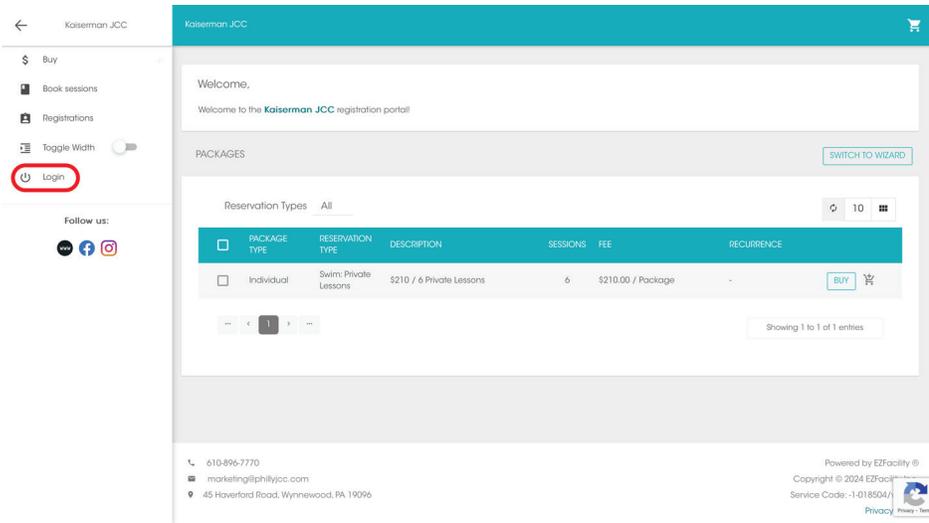
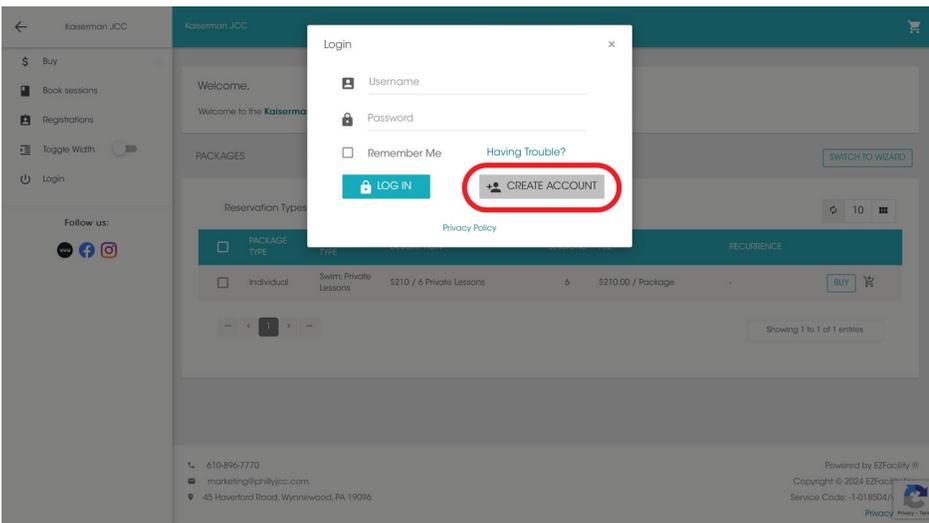


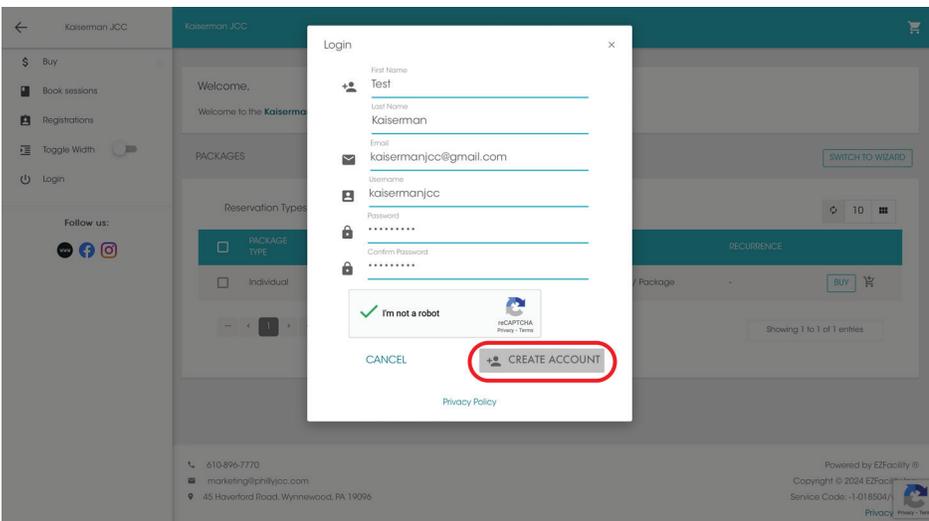
Creating an account and logging in on <https://www.kaisermanjcc.ezfacility.com>



1. Go to the website: www.kaisermanjcc.ezfacility.com
2. Click login on the left side bar

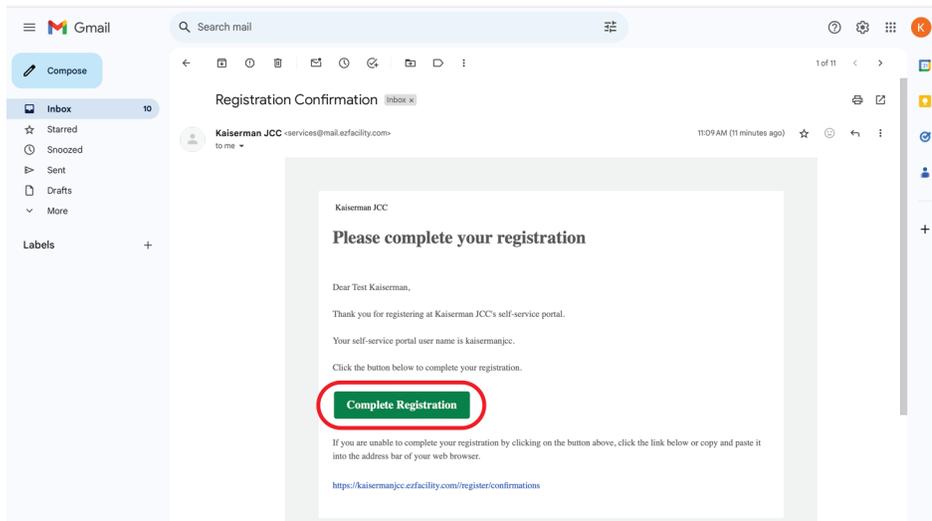


3. Click Create Account on the pop up window.



3. Fill out the information for the MAIN ACCOUNT holder
4. Click Create Account

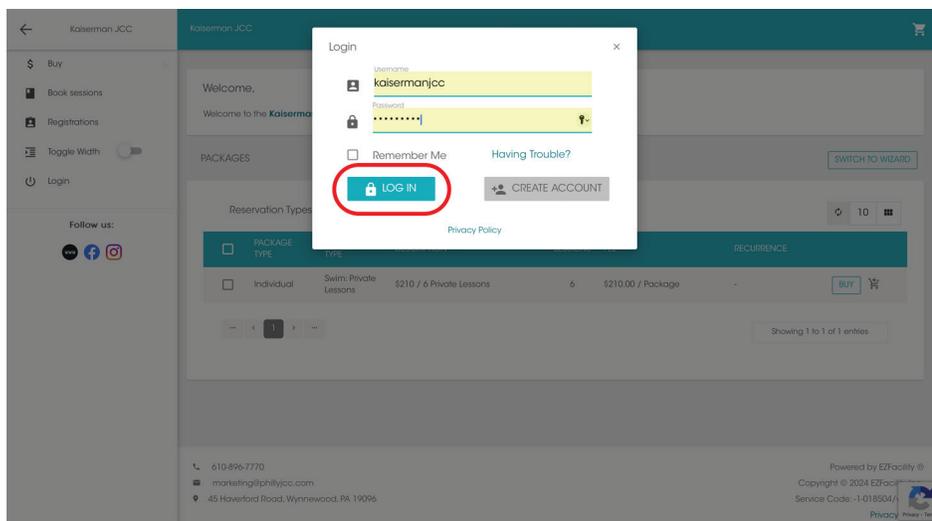
Creating an account and logging in on <https://www.kaisermanjcc.ezfacility.com>



5. Go to your email and find the complete registration email. Click Complete Registration

The screenshot shows the Kaiserman JCC registration form. It has two columns of fields. The left column includes: Name (Test Kaiserman), Email (kaisermanjcc@gmail.com), Gender (Female), Organization (Kaiserman JCC), Address 1 (45 Haverford Road), Address 2 (Wynnewood), State (PA), ZIP (19096), Home Phone, and Mobile Phone (6108967770). The right column includes: Work Phone, Parent's Name, Referral Source, Silver Sneaker #, Silver & Fit #, Renew, Email Subscriptions (checked), Email Campaigns (checked), Session Reminders (checked), and SubscribeCreditCardExpirations (checked). A red circle highlights the 'SUBMIT' button at the bottom.

6. Fill out the information for the MAIN ACCOUNT holder.



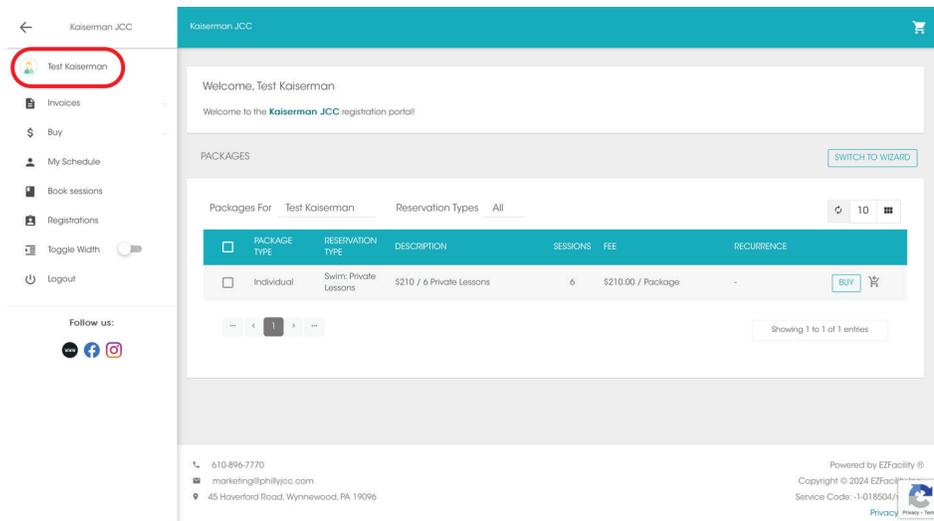
7. Go back to the website: www.kaisermanjcc.ezfacility.com

8. Click login on the left side bar

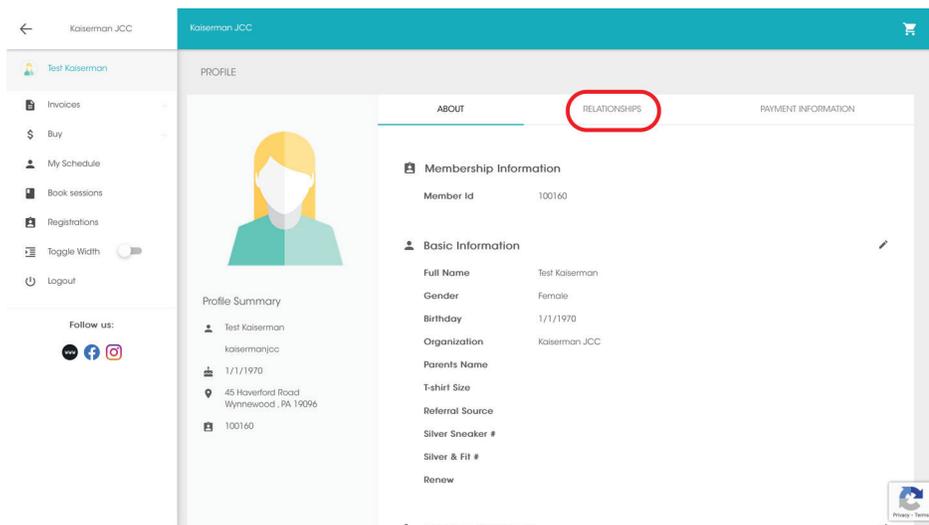
9. Input your new log in info

10. Click Log In

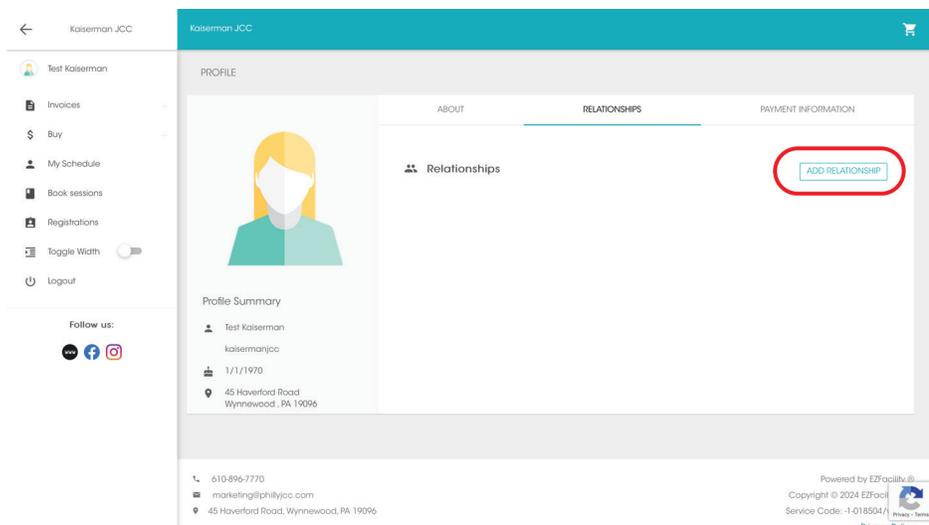
Creating an account and logging in on <https://www.kaisermanjcc.ezfacility.com>



11. Click on your name in the upper left corner to edit your profile.

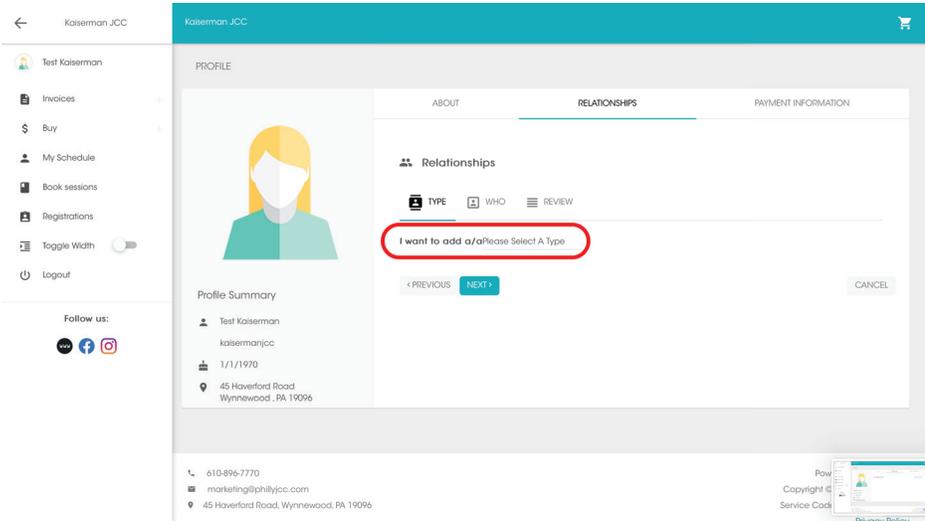


12. Click Relationships to add a family member

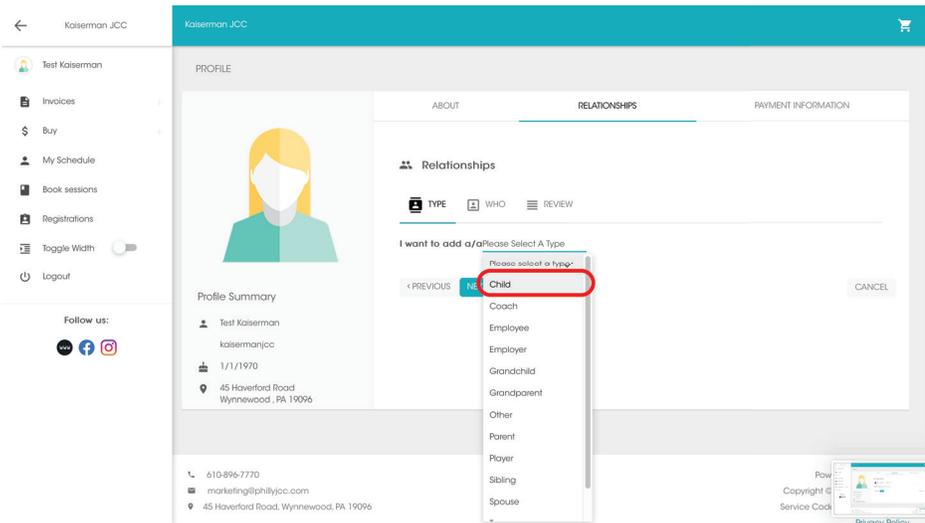


13. Click Add Relationship

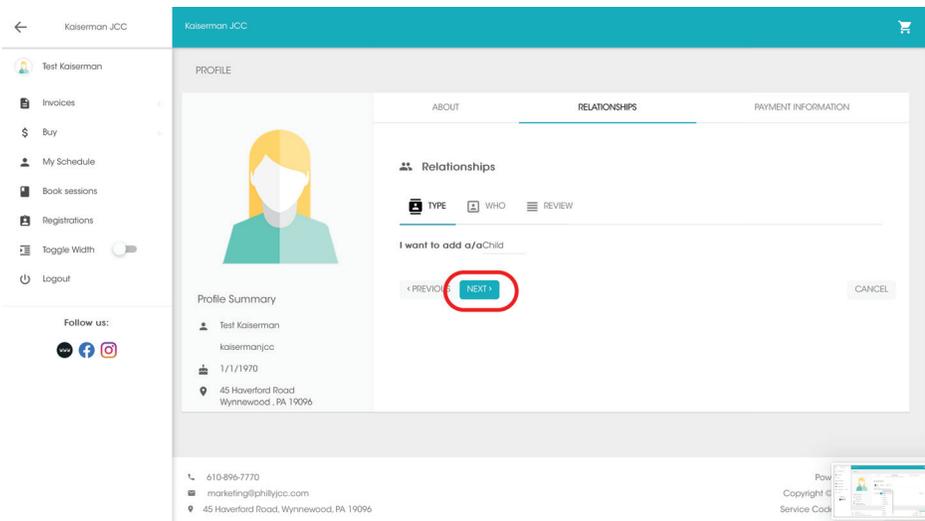
Creating an account and logging in on <https://www.kaisermanjcc.ezfacility.com>



14. Click I want to add to chose the type of family member



15. Choose type of family member from the drop down menu



16. Click Next

Creating an account and logging in on <https://www.kaisermanjcc.ezfacility.com>

The screenshot shows the 'PROFILE' page for 'Kaiserman JCC'. The 'RELATIONSHIPS' tab is active, displaying a form with the following fields: 'First Name' (Test), 'Last Name' (Kaiserman Jr), 'Gender' (Male), and 'Birthday' (1/1/2024). The 'Email' field is 'kaisermanjcc@gmail.com'. At the bottom of the form, the 'NEXT' button is circled in red. A 'CANCEL' button is also visible.

- 17. Input the person's information
- 18. Click Next

The screenshot shows the 'PROFILE' page for 'Kaiserman JCC'. The 'RELATIONSHIPS' tab is active, displaying a confirmation message: 'Test Kaiserman Jr is Child of Test Kaiserman.' Below the message, the 'SUBMIT' button is circled in red. A 'CANCEL' button is also visible.

- 19. Review the information and click Submit

The screenshot shows the 'PROFILE' page for 'Kaiserman JCC'. A green notification banner at the top right says 'Client relationship created successfully.' The 'RELATIONSHIPS' tab is active, displaying a list of relationships: 'Test Kaiserman Jr (Child)' with a 'Remove' button. An 'ADD RELATIONSHIP' button is also visible. The footer contains contact information for Kaiserman JCC.

- 20. Done! Begin registering for programing

If you have any issues, please contact us at marketing@phillyjcc.com