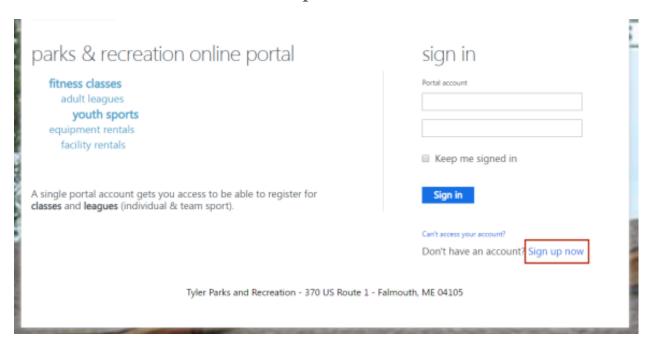


## Portal Sign In / Create User Account

**Ascension Parish Government** 

rev. 7/22

• The Parks and Recreation Citizen Portal Sign In page accepts a citizen's email address and password.



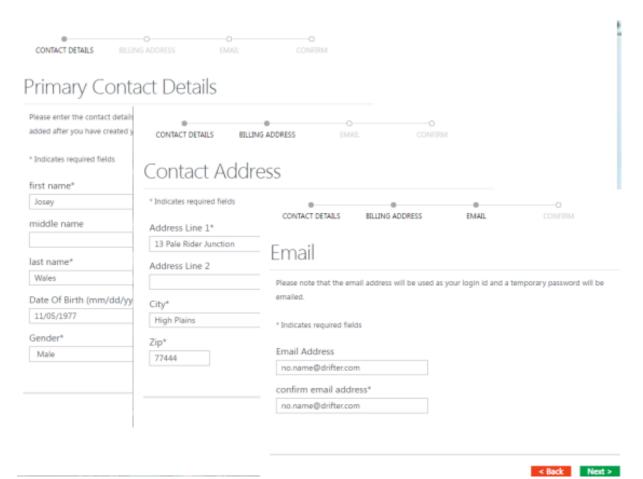
- If you do not have a user account, do so by clicking the 'Sign Up Now' option.
- The portal will prompt users to complete profile information such as Full Name, Billing Address, Phone Numbers, and Email. **Ensure** that you complete the profile to its entirety.



## Portal Sign In / Create User Account

**Ascension Parish Government** 

rev. 7/22



- Once completing all fields, click next so that the information can be saved, and your new user account is created.
- You should receive an email confirming that your account was successfully created, that email will contain any instructions on completing the new account process.
- Sign in at any time as the portal is configured to allow invoice payments, view facility rental availability and more.