

How to use the Girls Inc. Online Registration and Payment System

Our Online Registration and Payment System is hosted by TraxSolutions.

If you are **enrolling for the first time**, you will be able to complete your membership application and sign up for activities after you have created your logon ID and Password. Once you have established your account you will be able to make payments and sign up for future activities with just a few clicks of a mouse.

Below are the steps that you'll need to follow to activate your account:

1. Click on the Register link in the menu bar at the top of the Online Registration Home Page. If using a mobile device, click on the 3 lines in the top left corner to access the menu bar.
2. If your child is already an active member, only complete the top portion the Account Registration form. **Make sure to use the same email address that you used in our previous system.** You won't need to enter any additional family members since they already exist in your profile.
3. If you are **enrolling for the first time**, complete the top section of this form. **An email will be sent to you with a link to create your password.** This email will come from TraxSolutions NOT Girls Inc. and often goes into a **SPAM** folder.
4. For new members, you should receive an email fairly quickly. If the system detects a connection between your email and another account in our system it will first be verified by our staff before you receive your confirmation email. This process may take up to one business day.
5. When you receive the email, click the link provided in the email to navigate back to the site to enter your new password within 24 hours.
6. After submitting your new password, you'll be required to update your household information.
7. Once you submit the household form, your account will be immediately activated and you will be signed in to the portal automatically. From here you will be able to enroll your child in memberships and sign up for activities.
8. **Activity registration is NOT completed until you "Check Out" even if you are not paying online.**
9. Once you proceed to "Check Out" you will then be asked to complete the full participant form for your child.

To make a payment:

1. Be sure that you've completed the steps above. If you proceeded to "Check Out" you will have the option to pay now or pay later.
2. Click Pay Now to make a payment. By default the total amount due is allocated for each item in the list.
3. If you wish to only make a partial payment, type in the amount for each item in your cart. Your total will be recalculated as you type.
4. Enter your billing and payment information and click Pay Now.
5. Once complete, you will receive an email receipt indicating your payment.
6. To pay later, or to by cash or check in the office, simply change the minimum payment amounts to \$0.00 and submit.
7. To make payments online at a later date, use the menu bar on the Online Registration site to Sign In and then click the link called My Account. Your account balance will be displayed along with other information. If you have a balance due, those items will be displayed in the Account Balance box. Follow the steps above to make a payment on the Account Balance.