

**Visit: <http://crymca.org/program-registration>**

**Sign in to Access an Online Account**

1. Enter email address
2. Enter Password
3. Click Sign in

**Note: If you have forgotten your password, or need a new one follow these steps to have a new password emailed to you:**

1. Click Forgot Password
2. Enter your email address in the pop up window
3. Click Submit
4. Check your email inbox
5. Click the link
6. Update your password

It is important to note that if the email address the member puts in is tied to ANY OTHER member the password email will not be sent. This protects data integrity, since the system cannot verify which member is attempting to retrieve the password. **In this case contact your YMCA and they will be glad to help you.**

**Set Up Online Access for an Existing Account**

1. Click Find Account
2. Enter your Last Name, Birthday, and Zip Code, or Member ID on your membership card
3. Click Submit
4. Enter the last 4 digits of a billing method on the membership unit **If you do not remember please contact your YMCA or email [jforman@crymca.org](mailto:jforman@crymca.org)**
5. If no billing method is on file, enter your email address
6. Click Submit

**Create a New Account**

1. Click Sign Up
2. Enter member information
3. Choose billing options
4. Pay and Submit

5. Create a username and password for online access.

### **Duplicate Search**

When creating a new account, a duplicate search will now be performed with the same process that is used in-house.

1. Click Sign Up
2. Enter necessary member information
3. Click Next
4. A list of possible duplicate records will be displayed
5. Click "This is Me" if you have identified your record
6. Enter email address and password to access your account
7. If you have forgotten your password use the "forgot password" option to update your login information