

## Update information online and pay with a credit card (NO FEES) or mailed paper check

Visit [StrathmoreBelPre.org/annual-assessment](http://StrathmoreBelPre.org/annual-assessment) for links and detailed step-by-step instructions. Basic instructions are below. As you navigate the site, make sure to click "Update", "Continue", "Add Family Member", or "Finished" at the bottom of each page to save changes.

eSoft Menu Choices you will use to complete steps below:



- **Steps 2, 3, 6 and 7:** Hover over My Account for the drop down menu to: update My Profile, review My Memberships, update My Interests, or Add Family Member.
- **Steps 4 and 5:** **Click** Memberships on the top menu for the Swim Membership list.

### 1. Log in to your account.

- Your user name is probably NOT your email address. Use the link on the login page to retrieve your login or reset your password as necessary. If you cannot retrieve your information with those links, please visit [StrathmoreBelPre.org/pool-access-esoft](http://StrathmoreBelPre.org/pool-access-esoft) and fill out the eSoft Planner help form.

### 2. Review your PROFILE, ensure that your information (name, address, email address) is correct, and make any necessary updates. Make sure all resident household members are listed in My Profile. You can add additional household/family members in step 3. Do not add primary account holder as a Family Member.

- Hover over My Account, click on My Profile.

### 3. ADD HOUSEHOLD/FAMILY MEMBERS, and upload photos as necessary.

- These are your Household Members as defined by the BPRAs Recreational Facilities Policy. Please note: just because a family member is listed in My Profile does not mean they are set up for check-in at the pool. The family member must be enrolled in the 2024 BPRAs Annual Assessment - due March 1, 2024 Swim Membership (Step 4) to be available for pool check in.
- **If you need to add a family member:** Hover over My Account, click Add Family Members. Fill in required information. Click "Add Family Member" at the bottom of the page. Repeat as necessary.
- **If you need to delete a family member:** visit [StrathmoreBelPre.org/pool-access-esoft](http://StrathmoreBelPre.org/pool-access-esoft) and fill out the eSoft Planner help form.

### 4. ENROLL in the 2024 BPRAs Annual Assessment - due March 1, 2024 membership to **pay your assessment** and get set up for pool check in (you may pay online or by check.)

- Pay your BPRAs Annual Assessment:
  - **Click** "Memberships."
  - Click "Sign Up" next to 2024 BPRAs Annual Assessment - due March 1, 2024.
  - Complete the steps for enrollment. Select pay by credit card or pay by check.

### 5. ENROLL in the appropriate Swim Membership to join the SBPCA, or make a Pet Waste Station, SBP Dolphins or Summer Entertainment and Street Festivals donation.

- **Click** "Memberships."
- Click "Sign Up" next to the membership you would like to enroll in.
- Complete the steps for enrollment. Select pay by credit card or pay by check.
- Repeat for each enrollment. **There will be a separate credit card transaction for each enrollment.**

### 6. Click on **MY MEMBERSHIPS**, and **VERIFY** that your membership is set up correctly. Family members must be listed in your 2024 BPRAs Annual Assessment - due March 1, 2024 membership to show up for pool check in. All valid memberships for 2024 have "Jan 1, 2024 – Dec 31, 2024" as the membership dates. Prior year memberships are not valid for 2024.

### 7. Confirm or update **MY INTERESTS** to express interest in volunteering for the community. Please do this each year.

- Hover over My Account, Click My Interests.

### 8. If you opted for check payment: After completing all membership enrollment selections, please write a single check to cover all enrollments. Make checks payable to BPRAs, and note your property address on the check or on a separate piece of paper. Please mail your check to BPRAs P.O. Box 6370, Silver Spring, MD 20916. **Payments must be received or postmarked by March 31, 2024 to be considered on-time.**

Questions? Email [BPRAPool02@gmail.com](mailto:BPRAPool02@gmail.com)