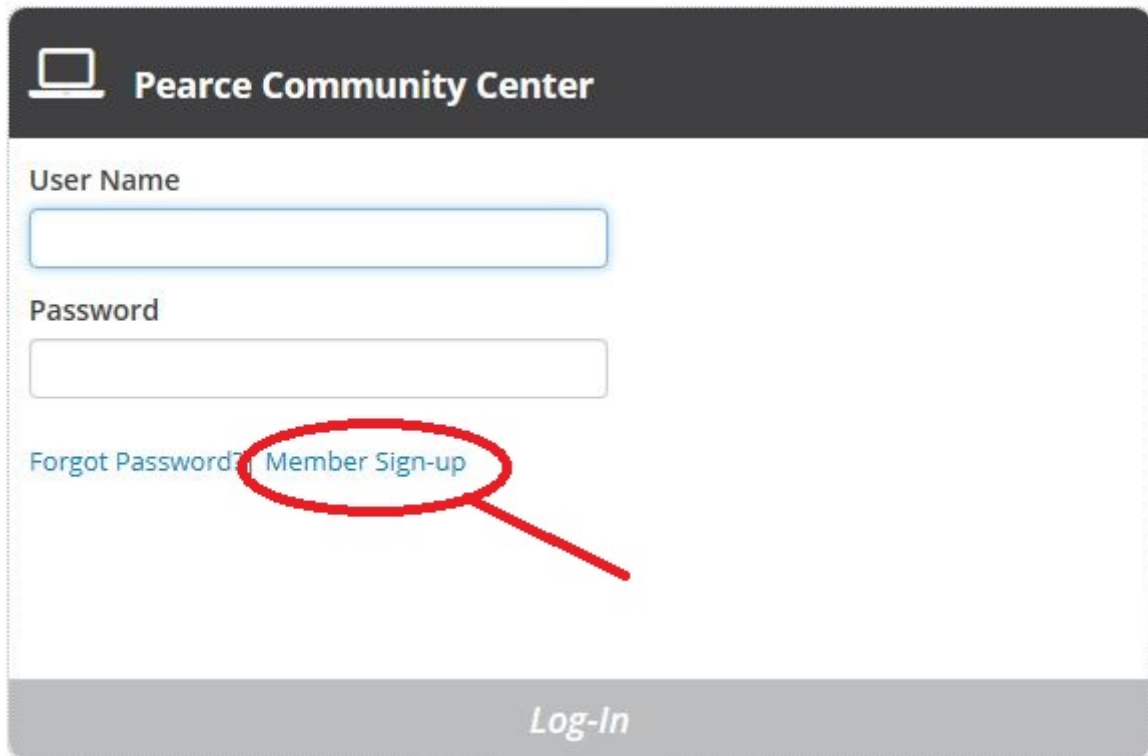


Member's Self-Service

Walk Through

Use the link provided on Pearce Community Center's homepage to access the PCC Member's Self-Service site.



The screenshot shows the login page for the Pearce Community Center. At the top, there is a dark header with a laptop icon and the text "Pearce Community Center". Below the header, there are two input fields: "User Name" and "Password". Underneath the password field, there are two links: "Forgot Password?" and "Member Sign-up". The "Member Sign-up" link is circled in red, and a red magnifying glass is drawn over it. At the bottom of the page, there is a grey button labeled "Log-In".

Click "Member Sign-up"

Member Sign-up

Barcode ID

Last Name

Email

Sign Up

Use the ID number from your membership card and input the data into the “Barcode ID” field. Now input your last name and email that you provided PCC on your membership application.

Member Sign-up

Barcode ID

Last Name

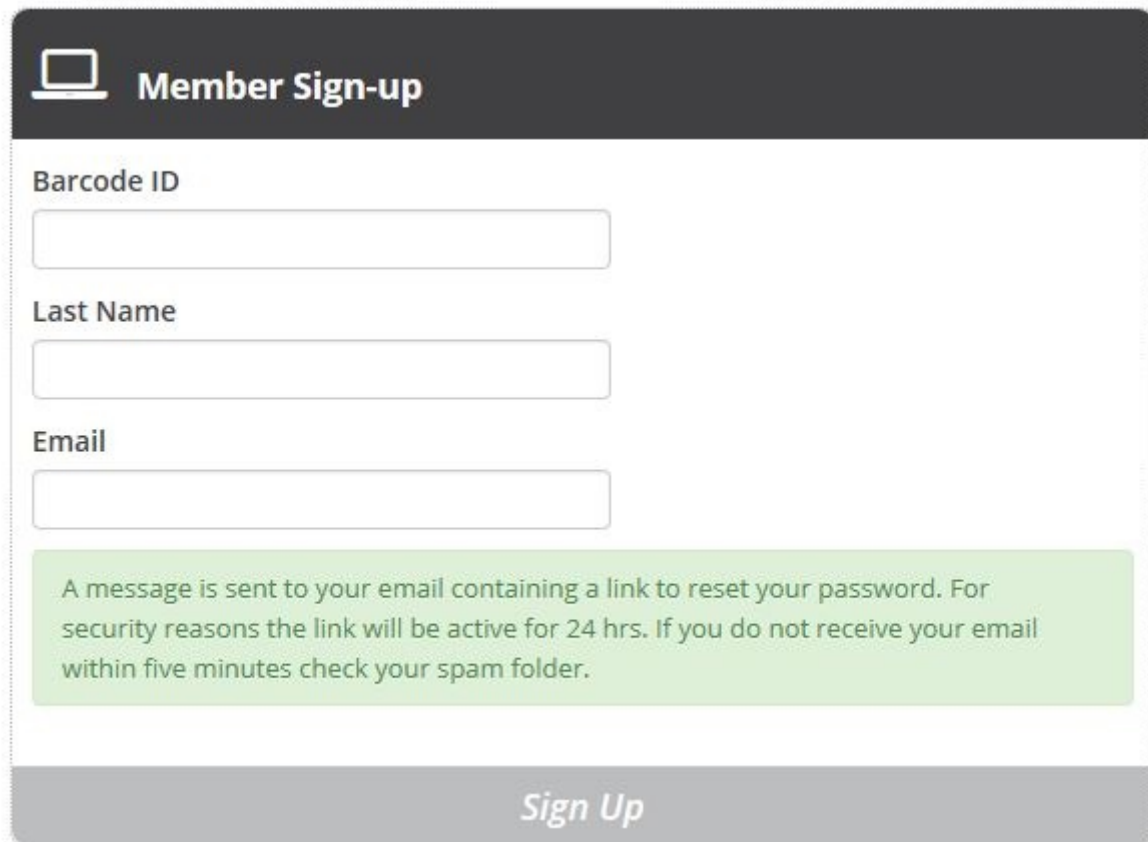
Email

Sign Up

Note If you did not provide PCC with an email that information must be updated to continue the Member’s Self-Service sign-up. Contact Jill Rodier,

Membership Coordinator at jrodier@pearcecc.com to provide or update your email address.


Once all data is entered click “Sign Up” at the bottom center of the screen.




The screenshot shows a mobile application interface for "Member Sign-up". At the top, there is a dark header with a laptop icon and the text "Member Sign-up". Below the header, there are three input fields: "Barcode ID", "Last Name", and "Email". Each field is a simple white rectangle with a thin border. Below the "Email" field, there is a light green message box containing the text: "A message is sent to your email containing a link to reset your password. For security reasons the link will be active for 24 hrs. If you do not receive your email within five minutes check your spam folder." At the bottom of the screen, there is a grey button with the text "Sign Up" in a white, italicized font.

A message highlighted in **GREEN** will appear at the bottom of the screen letting you know that a message has been sent to your email to activate your Member’s Self-Service access.

Log in to your email and click the link provided in the email or copy and paste the URL into your browser.



Pearce Community Center Sign-Up

Please enter unique user name 

Sign Up Code

Password

Confirm Password

Complete Sign-Up

The link in the email will bring you back to the MSS (Member’s Self-Service) site. Enter your Barcode ID and the Sign Up Code provided in the email. Now choose a password and retype the password to confirm.

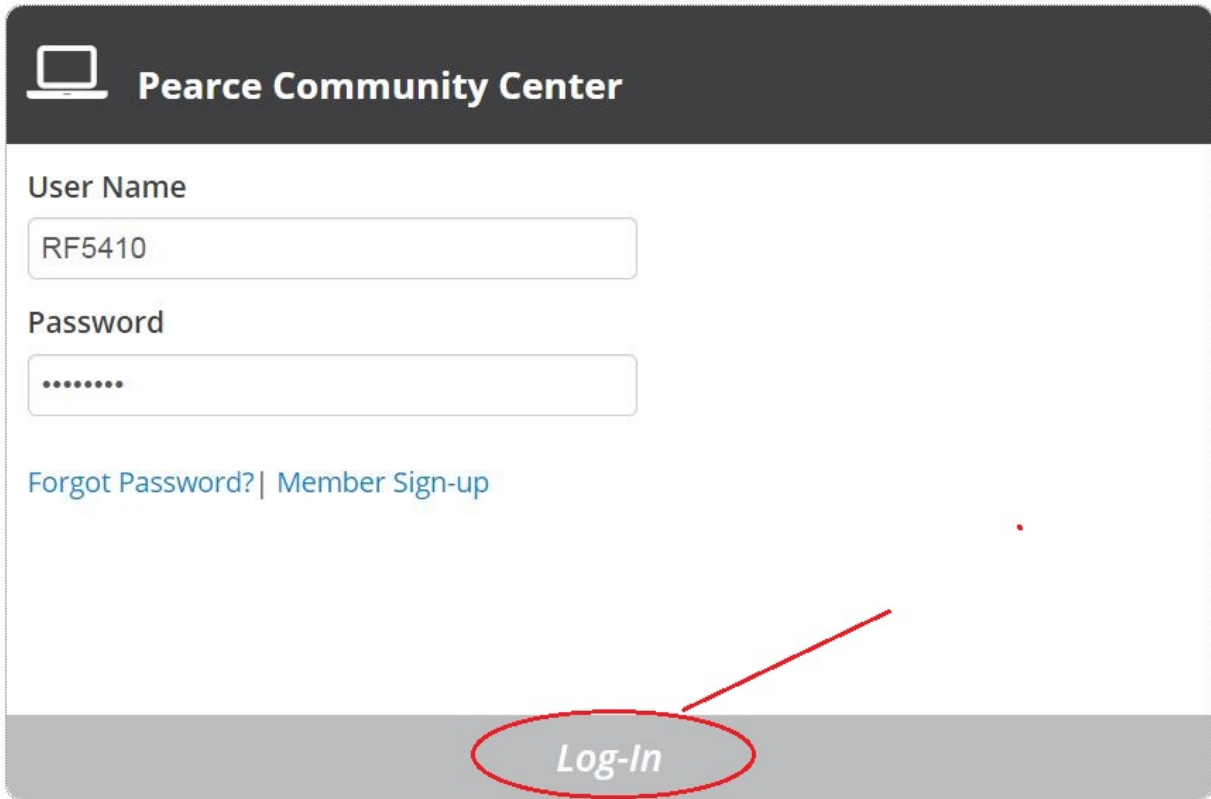
Click the “Complete Sign-Up” to finish.

Success

Your member signup is complete.

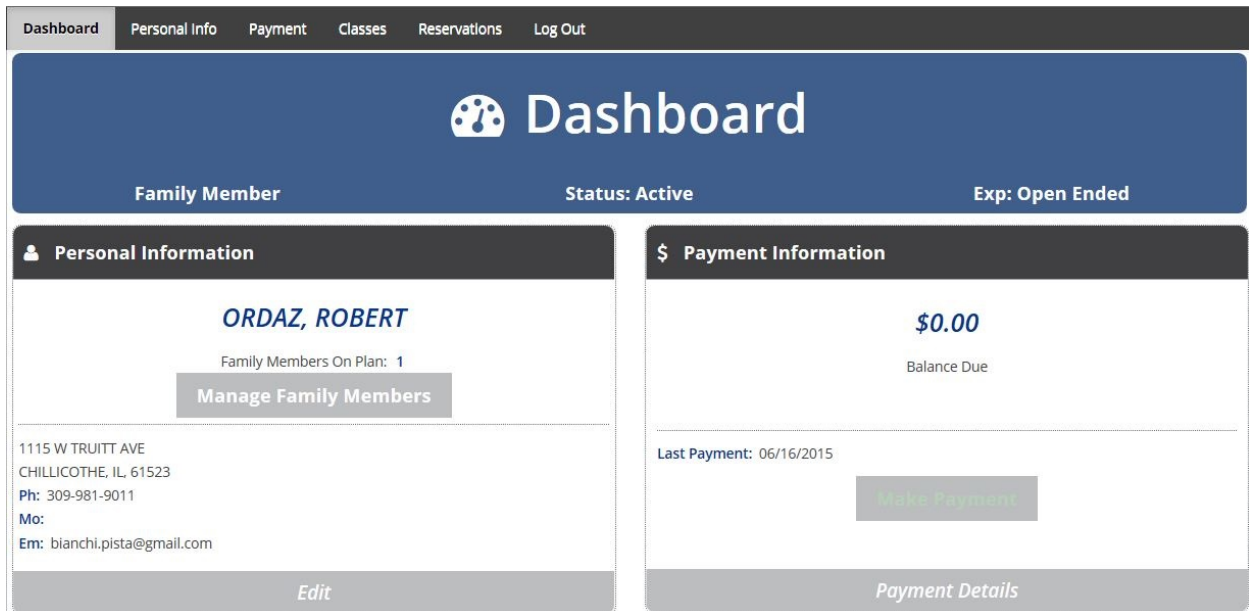
Your member signup is complete. Please click here to [login](#) to your account.

Now let’s “login” to your account.



The image shows the login page for the Pearce Community Center. At the top, there is a dark header with a laptop icon and the text "Pearce Community Center". Below the header, there are two input fields: "User Name" containing "RF5410" and "Password" containing seven dots. Below the password field, there are two links: "Forgot Password?" and "Member Sign-up". At the bottom of the page, there is a grey bar with the text "Log-In" circled in red, and a red arrow pointing to it from the right.

Enter your barcode ID from your PCC Membership card and enter the password that you created. Click "Log-In."



The image shows the dashboard of the MSS site. At the top, there is a dark header with a navigation menu: "Dashboard", "Personal Info", "Payment", "Classes", "Reservations", and "Log Out". Below the header, there is a blue banner with the text "Dashboard" and a person icon. Below the banner, there are three status indicators: "Family Member", "Status: Active", and "Exp: Open Ended". Below the banner, there are two main sections: "Personal Information" and "Payment Information".

Personal Information

ORDAZ, ROBERT
Family Members On Plan: 1
[Manage Family Members](#)

1115 W TRUITT AVE
CHILLICOTHE, IL, 61523
Ph: 309-981-9011
Mo:
Em: bianchi.pista@gmail.com
[Edit](#)

Payment Information

\$0.00
Balance Due

Last Payment: 06/16/2015
[Make Payment](#)
[Payment Details](#)

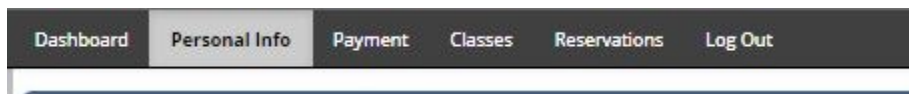
This will bring you to the "Dashboard" tab of the MSS site. From here you can view your personal information and balance due.

If you scroll down the Dashboard page, you can view and/or print your “Check-In History”.

The screenshot displays a dashboard with a dark header. At the top, there is a 'Check-In History' section with a checked checkbox and the text 'Last Check-In: 06/17/2015'. Below this are three large white boxes with dark text: '19 Visits This Month', '47 Visits Last Month', and '205 Visits This Year'. A 'View and Print' link is located at the bottom right of this section. Below the header are two side-by-side white boxes with dark headers. The left box is titled 'Class Enrollment' and shows '0 Classes Scheduled' with a 'Find A Class' button at the bottom. The right box is titled 'Reservation Request' and shows '0 Upcoming Appointment(s)' with an 'Edit Appointments' button at the bottom. At the very bottom of the dashboard is a dark footer section. On the left, it says 'Pearce Community Center'. On the right, under the heading 'Contact', it lists: 'P.O. Box 331 610 W. Cedar St.', 'Chillicothe, IL 61523', 'Ph: 309-274-4209', and 'Em:'.

Note Some options may not have any information available as they are not currently in use.

The options at the top of the page are tabs. Click on a tab to view other information.



Some tabs will allow you to edit your personal and billing info.

Personal Information

Change Password

*Password must be changed separately from other information.

Current Password:

New Password:

Retype New Password:

Change Password

General

Name:

Email:

Emergency Contact:

Address

Address 1:

Address 2:

Note Some fields may not allow editing. Some options may be blocked by administrator.

\$ Payment Information

Billing Information



Payment Method: Not Billed - prepaid

Credit Limit: \$0.00

[Edit](#)

Dues

\$0.00

Outstanding

Last Billing Date: 02/12/2014

Next Billing Date: 03/01/2010

[Make Payment](#)

Account History

Sort:

Date Descending

Date	Type	Activity	Credit	Charge	Receipt
05/16/2015	Payment	Proshop Payment	\$12.50	\$0.00	469484

Account History

Sort:

Date Descending

Date	Type	Activity	Credit	Charge	Receipt
06/16/2015	Payment	Proshop Payment	\$12.50	\$0.00	469484
06/16/2015	Charge	RACE ENTRY FEE	\$0.00	\$12.50	469484
06/15/2015	Payment	Proshop Payment	\$4.00	\$0.00	469449
06/15/2015	Charge	Muscle Milk	\$0.00	\$4.00	469449
05/30/2015	Payment	Proshop Payment	\$1.50	\$0.00	466828
05/30/2015	Charge	Snacks	\$0.00	\$1.50	466828
03/31/2015	Payment	Proshop Payment	\$1.50	\$0.00	460696
03/31/2015	Charge	Snacks	\$0.00	\$1.50	460696
03/25/2015	Payment	Proshop Payment	\$1.00	\$0.00	460513
03/25/2015	Payment	Proshop Payment	\$1.00	\$0.00	460511

Page 1 of 8

1 2 3 4 5 6 7 8 »

Under "Payment Information," members can see their payment history.

Some options that are currently unavailable may be usable at a later date