



# ePACT

your emergency network

As part of the St. Charles Park District's Emergency Response Plan, it is critical all camper information is accurate and updated on an annual basis.

ePACT is the secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you in the event of an unexpected situation. ePACT will send an automatic reminder each year to ensure your child's information is up-to-date.

**Questions?** Contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call **1-855- 773-7228 ext. 1** to speak with ePACT's Customer Success Team.

## NEW ePACT users

### Receive the Request

- You'll receive an **email invite** to share information with St. Charles Park District for EACH child enrolled.

### Create an Account

- Click **COMPLETE REQUEST** to create a free account, or log-in if you already have an existing ePACT account.

### Getting Started

- Add your name and choose a password.
- Accept the Terms of Service & Conditions.

### Follow the Steps

- Read the instructions carefully.
- Click on Get Started.

### Initial and Signature

- Answer the questions on each step. Those with (\*) are required.
- If you missed a required field, you will see a red sign indicating the step is incomplete.
- Ensure all the steps have a checkmark ✓.
- Add your initials to the Waiver & Release and type your name as a legal signature, confirming information is correct.
- Click on the **SHARE WITH ST. CHARLES PARK DISTRICT** button to complete the process.

## RETURNING ePACT users

*Need to change the email associated with your child's account?* →



### Receive the Request

- You'll receive a **reconfirmation email request** for EACH child.
- Click **CONFIRM EMERGENCY INFORMATION**

### Log In to Account

- The system will automatically match your existing record for to the name on the invite.
- If the correct child is not selected, click NO to select a different dependent.
- Read the instructions carefully.
- Click on Get Started.

### Follow the Steps

- Information will be auto-filled; you can update existing or add any new information.
- Review and/or answer all information on each step .Those with (\*) are required.
- If you missed a required field, you will see a red sign indicating the step is incomplete.
- Ensure all the steps have a checkmark ✓ .

### Initial and Signature

- Add your initials to the Waiver & Release and type your name as a legal signature, confirming information is correct.
- Click on the **SHARE WITH ST. CHARLES PARK DISTRICT** button to complete the process.

**All Participant ePACT Information MUST be complete prior to the first day of the program.**