Encino Community Center

Phone: (818) 995-1690 • **e-mail:** encino.communitycenter@lacity.org

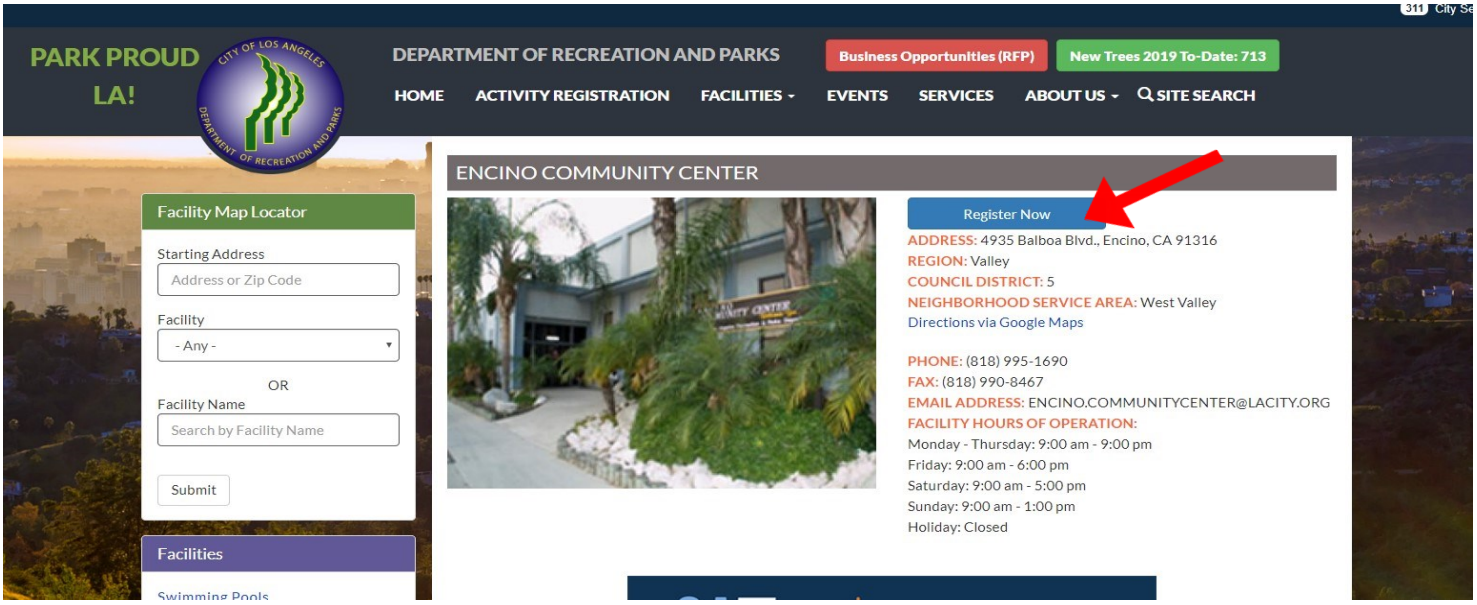
Camp Encino

Paying Balances Online

Step 1

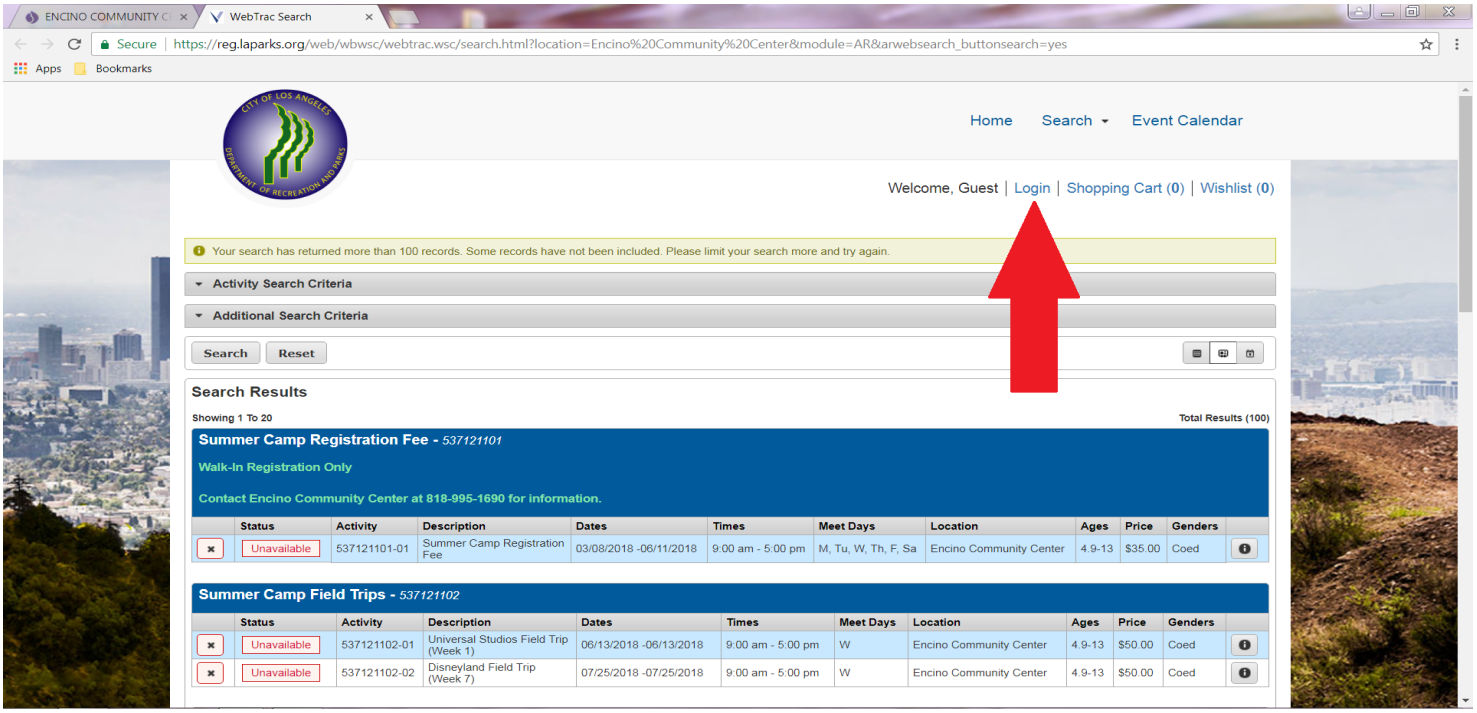
Go to https://www.laparks.org/reccenter/encino-community and click on the blue “Register Now” button next to the picture of the main entrance. For best results use Google Chrome and a computer, not a mobile device.

* Googling “Encino Community Center” will also lead to our homepage.



Step 2

After the new tab opens, click on “Log In”.



Step 3

If you have used the City of LA's online registration system to sign up for any activity in the past, **skip to step 4** and log in using the username and password you previously created.

If you have **not** used this online system in the past enter the following information to log in:
Username: household number
Password: head of household's last name

Your household number and head of household's last name can be found on any receipt issued from Encino Community Center. The system will prompt you to change your password after you first log in.

If you are having trouble logging in, call the office at (818) 995-1690. The system will not allow you to create a new account.

** Please note that the password is case sensitive.*

ACTIVITY SALES RECEIPT
Receipt # **407871**
Payment Date: 04/06/18
Household: 612196 ← Username

Encino Community Center
4935 Balboa Blvd.
Encino CA 91316
Phone: (818)995-1690
www.laparks.org

Lorraine McFly ← Password
9303 Lyon Drive
Hill Valley, CA 95420
Dlorean85@doc.brown

Cell Phone (818) 995-1690

Activity Enrollment Details: 537121101-01 (Summer Camp Registration Fee)

	New Fees	Total Fees	New Paid	Total Paid	Amount Due
	35.00	35.00	35.00	35.00	0.00

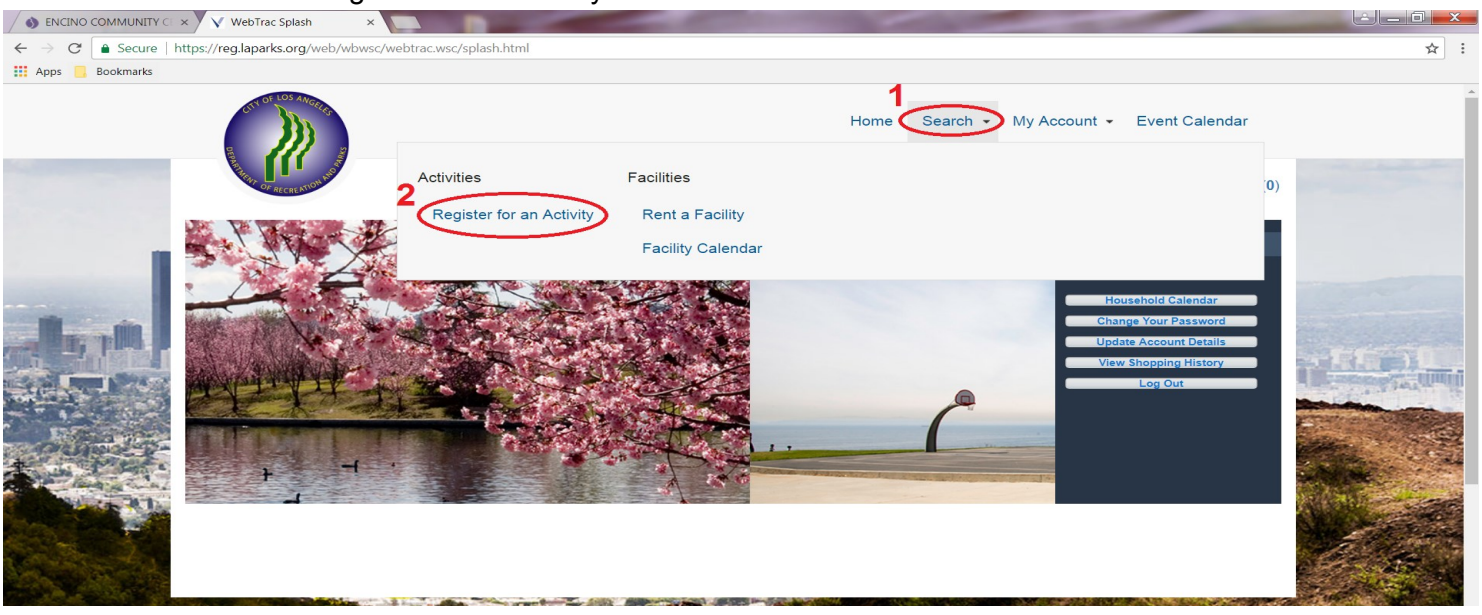
Enrollee Name: **Marty McFly**
Enrollment Date: 04/06/2018
Enrollment Status: Enrolled

Class Location: Auditorium
Encino Community Center
4935 Balboa Blvd.
Encino, CA 91316
(818)995-1690

Class Dates: 03/08/2018 to 06/11/2018
9:00 am to 5:00 pm
M,Tu,W,Th,F,Sa
Scheduled Sessions: 82

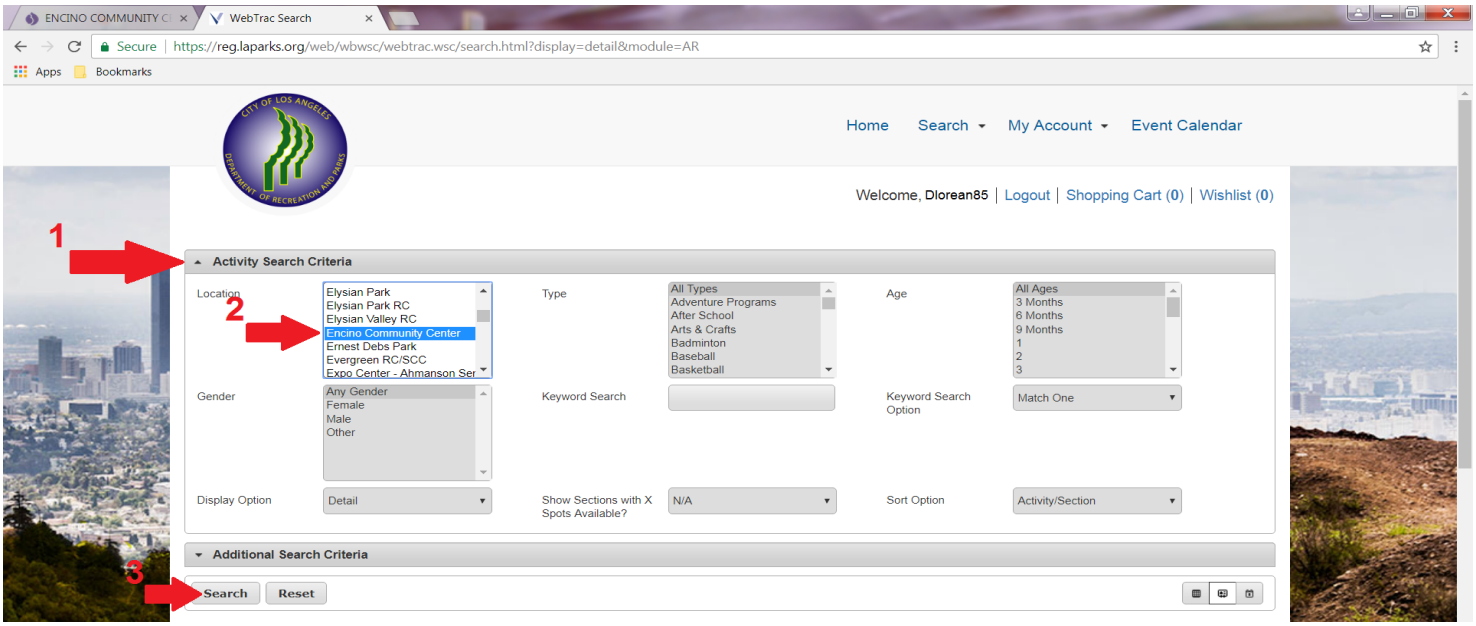
Step 4

Click on "Search" then "Register for an Activity".



Step 5

Click on “Activity Search Criteria”. In the “Location” box, scroll down and select “Encino Community Center”. Press “Search”.



Step 6

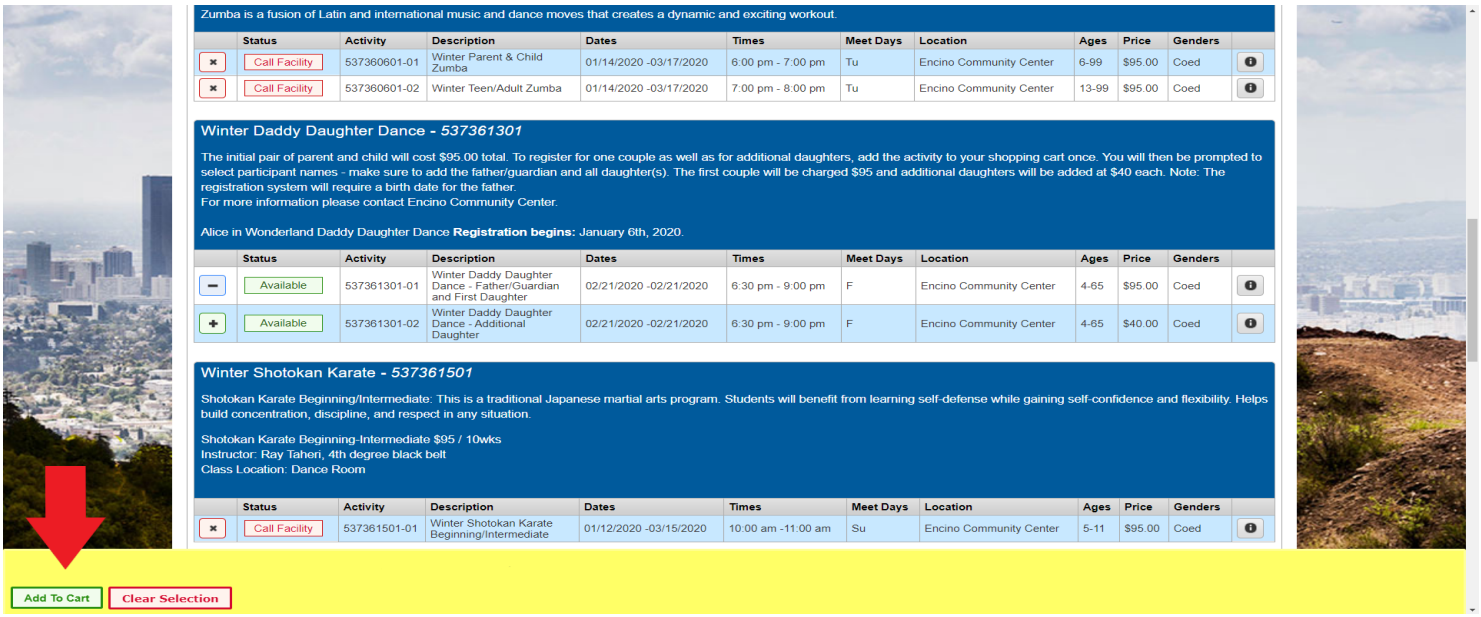
You will now see a listing of every activity. Scroll down until you find the summer camp balance option you would like to pay off. You may have to go through different pages to find the right one.

Step 7

Click on the green plus sign next to the option you need.

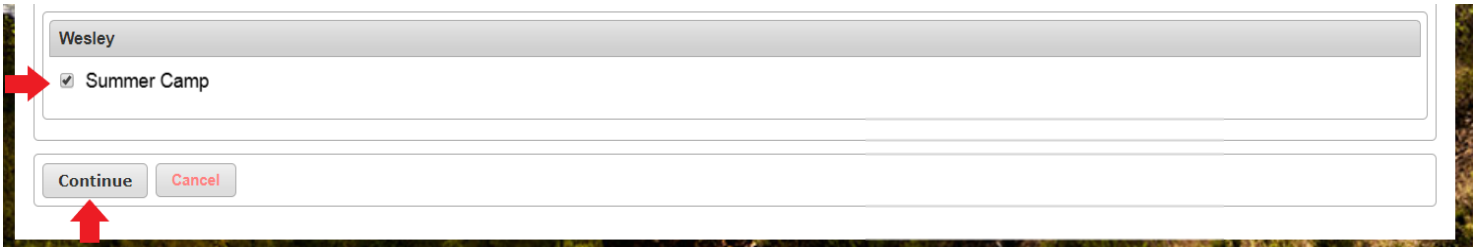
Step 8

Click on the “Add To Cart” button at the bottom left of the screen.



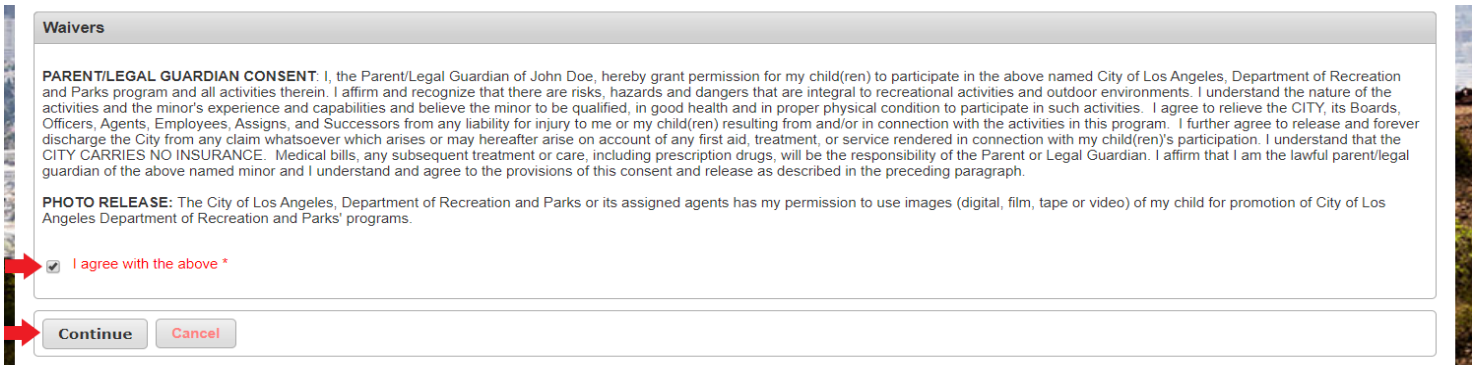
Step 9

Select the participant then click “Continue”.



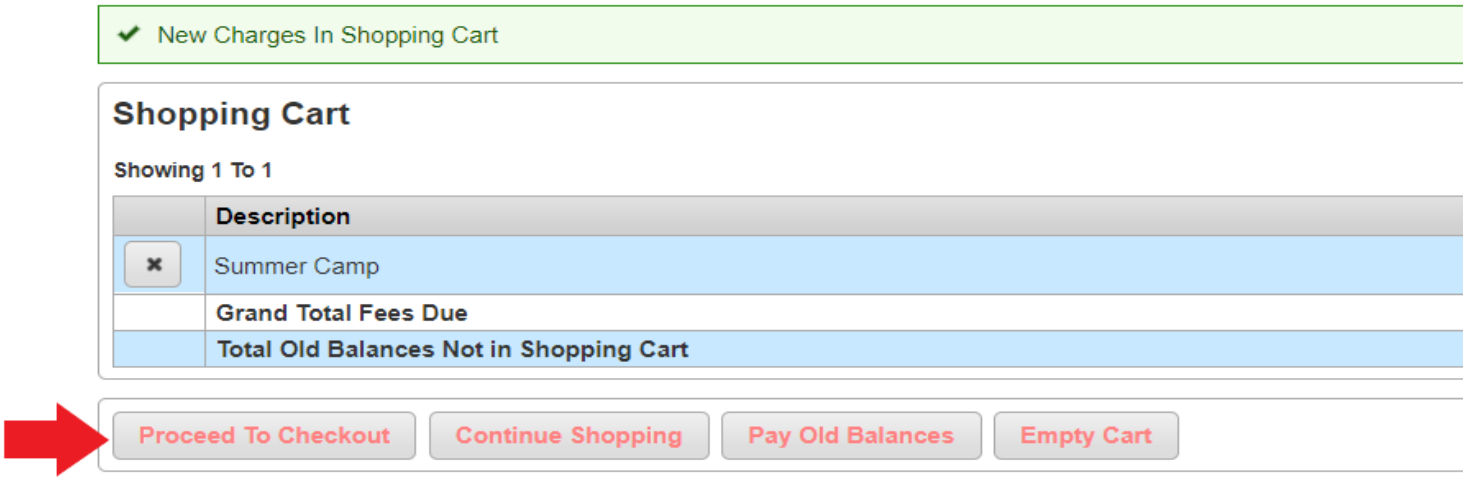
Step 10

Click on “I agree with the above” and then “Continue”.



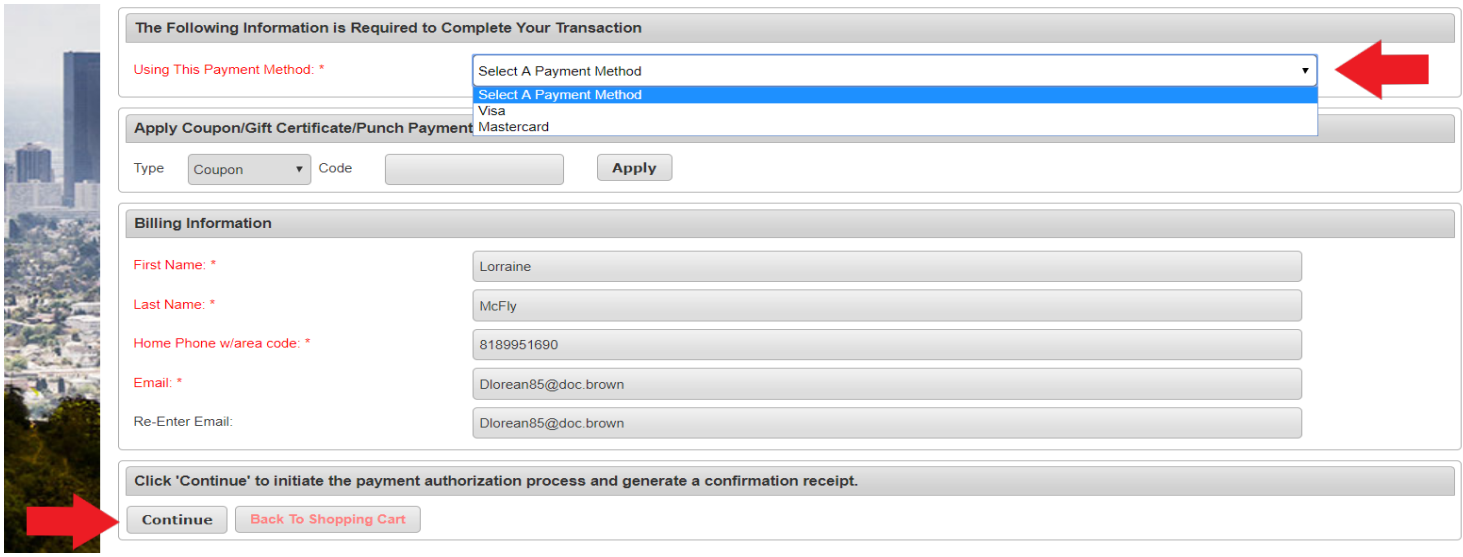
Step 11

Verify the items in the shopping cart and click “Proceed to Checkout”.



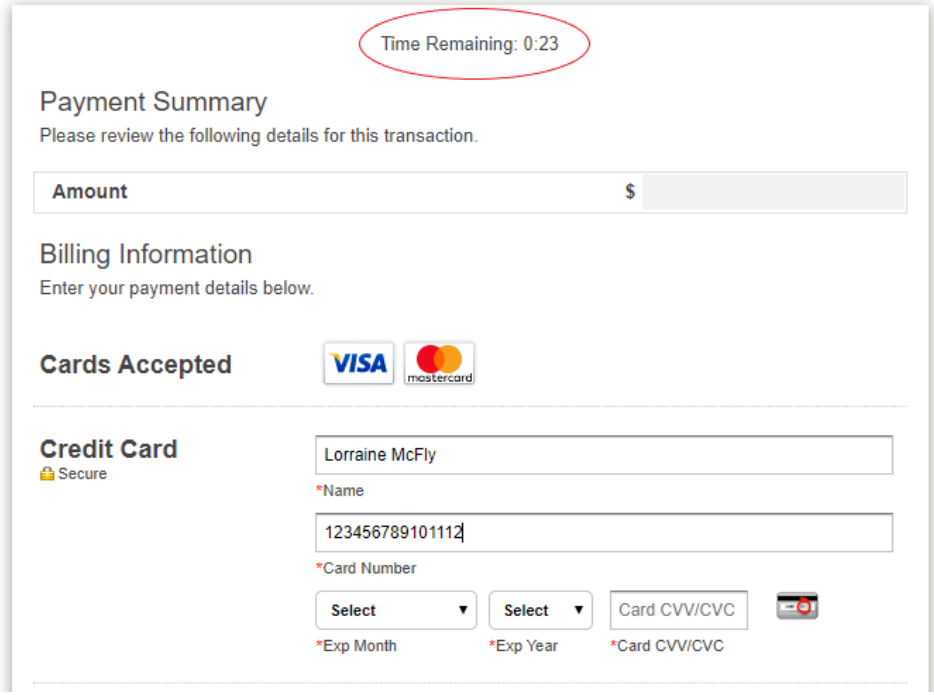
Step 12

Click on the drop-down arrow to select your payment method. Verify the blling information is correct then click “Continue”.



Step 13

You will be directed to the payment screen. This screen is timed.



Step 14

Click the “Submit Payment” and wait. The system may take a few minutes to process the payment.
Do not press the back or refresh buttons.

Step 15

Your receipt will now appear.