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”.

Contact Encino Community Center at 818.995.1690 for information.

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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.

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**Step 4**

Click on “Search” then “Register for an Activity”.

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**ACTIVITY SALES RECEIPT**

- **Receipt #:** 407671
- **Payment Date:** 04/30/2018
- **Household:** 612195

<table>
<thead>
<tr>
<th>Activity Enrollment Details: 537121101-01 (Summer Camp Registration Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollee Name: Marty McFly</td>
</tr>
<tr>
<td>Enrollment Date: 04/06/2018</td>
</tr>
<tr>
<td>Class Location: Auditorium</td>
</tr>
<tr>
<td>Encino Community Center</td>
</tr>
<tr>
<td>4935 Balboa Blvd.</td>
</tr>
<tr>
<td>Encino, CA 91316</td>
</tr>
<tr>
<td>(818) 995-1690</td>
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</tbody>
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<table>
<thead>
<tr>
<th>New Fees</th>
<th>Total Fees</th>
<th>New Paid</th>
<th>Total Paid</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.00</td>
<td>35.00</td>
<td>35.00</td>
<td>35.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

**Scheduled Sessions:**
- 82

**Cell Phone:** (818) 995-1690

Lorraine McFly
9303 Lynton Drive
Hill Valley, CA 95420
Diorean8@doc.brown

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