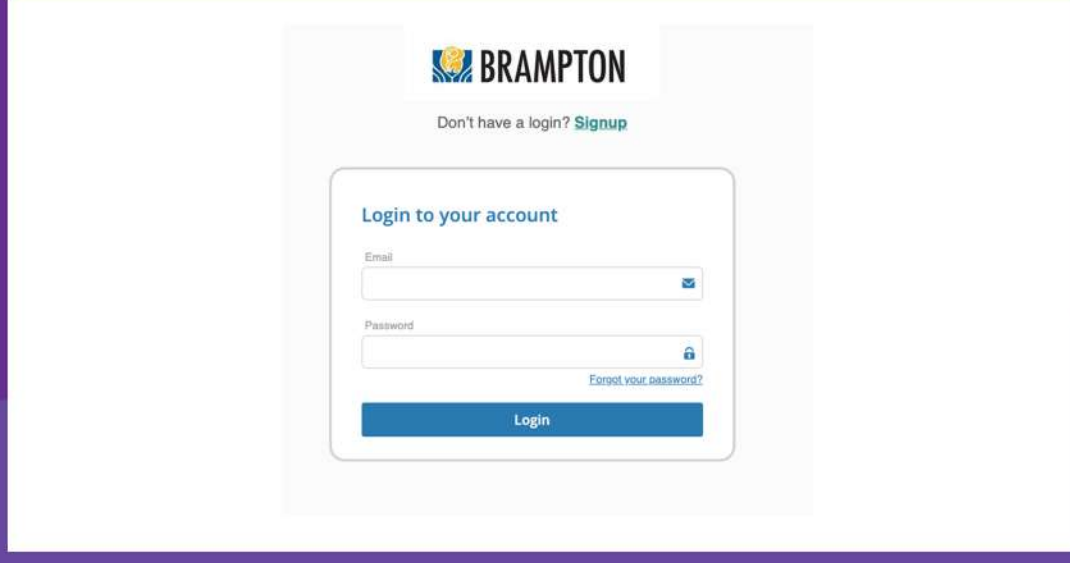


RECREATION REGISTRATION SYSTEM CUSTOMER RESOURCE GUIDE

How to Add Financial Information

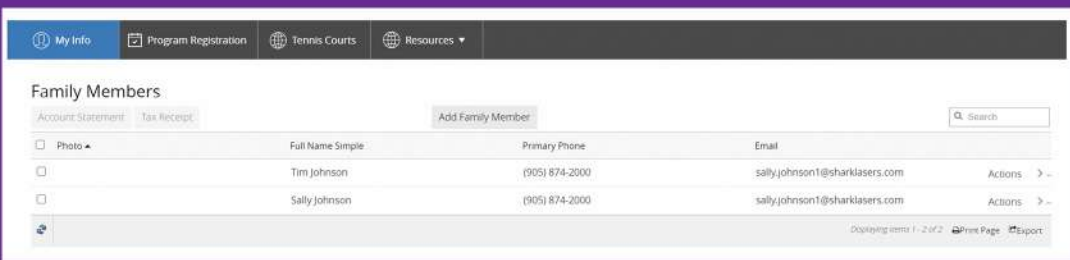
STEP ONE

Log into the City of Brampton’s Recreation Registration system at CityOfBrampton.PerfectMind.com.



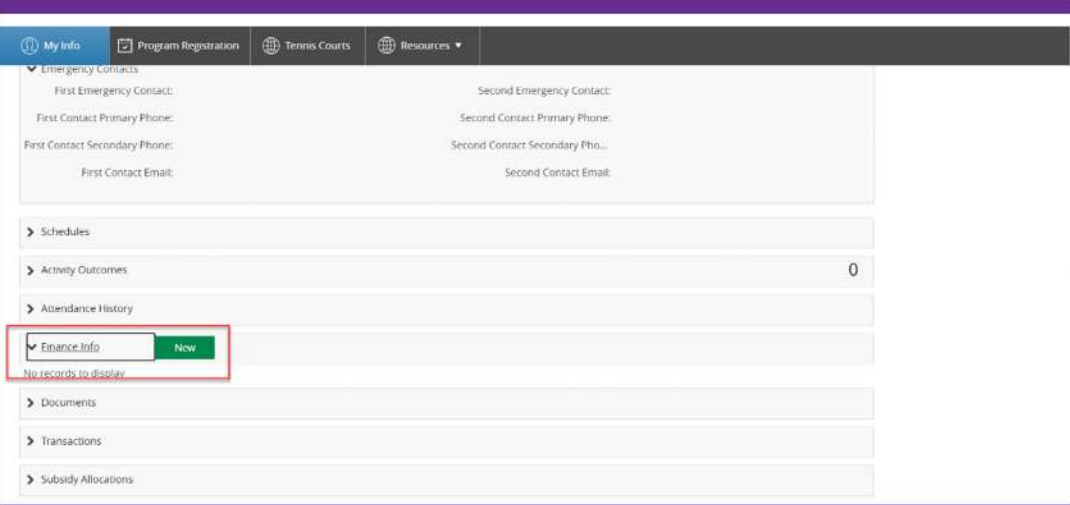
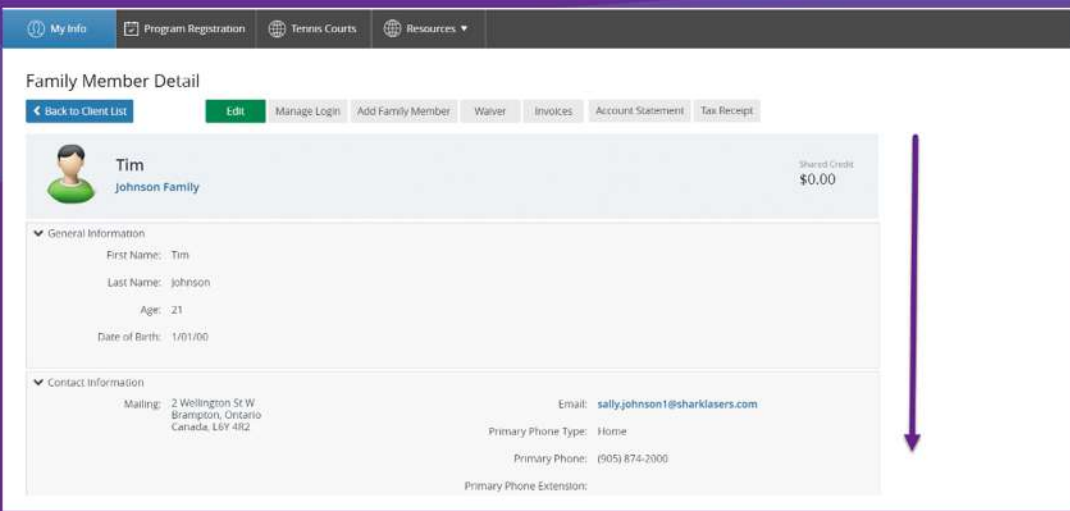
STEP TWO

If there are multiple account members, first click on the client you would like to update.



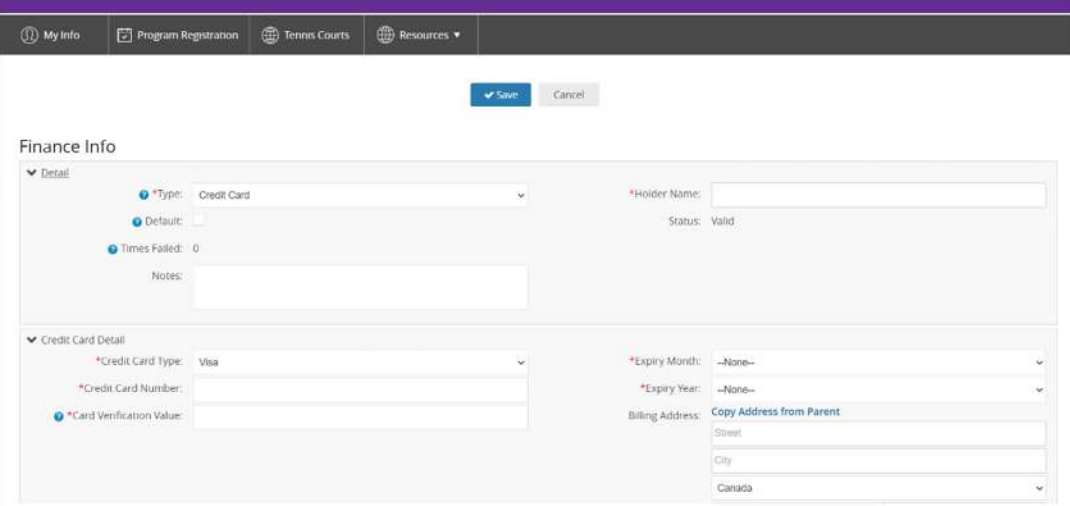
STEP THREE

Scroll down the page to “Finance Info” and click “New”.



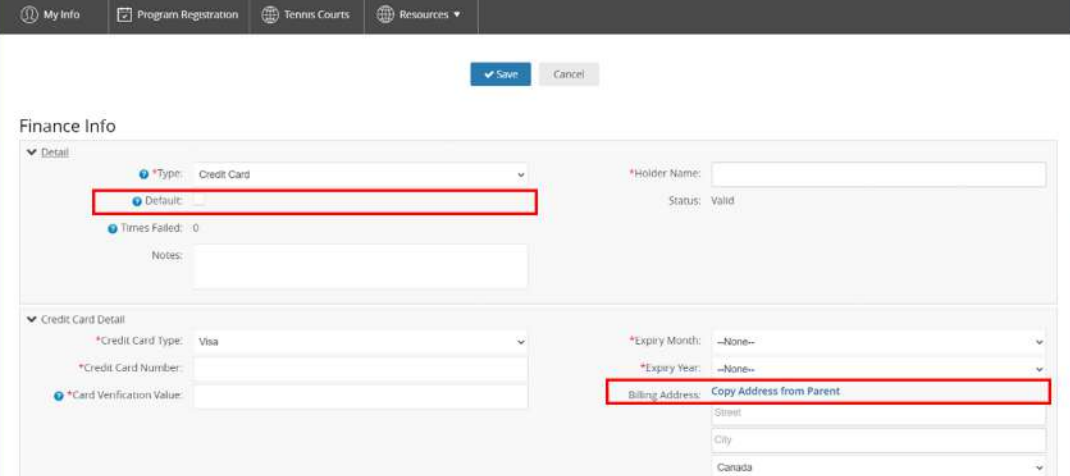
STEP FOUR

From this screen, add your credit card information.



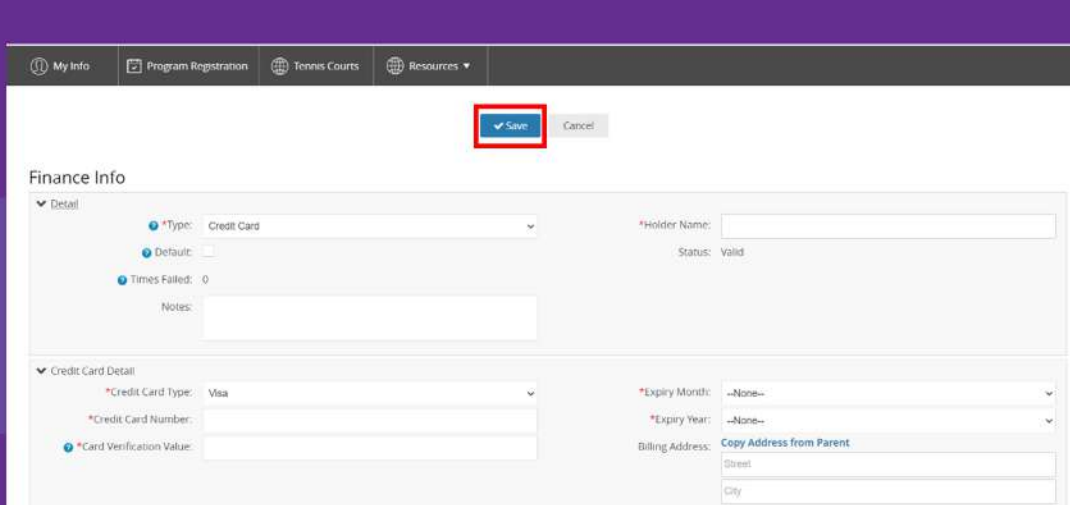
STEP FIVE

If you have upcoming payments due, please select “default”. If the billing address is the same as the account address, click “copy from parent”.



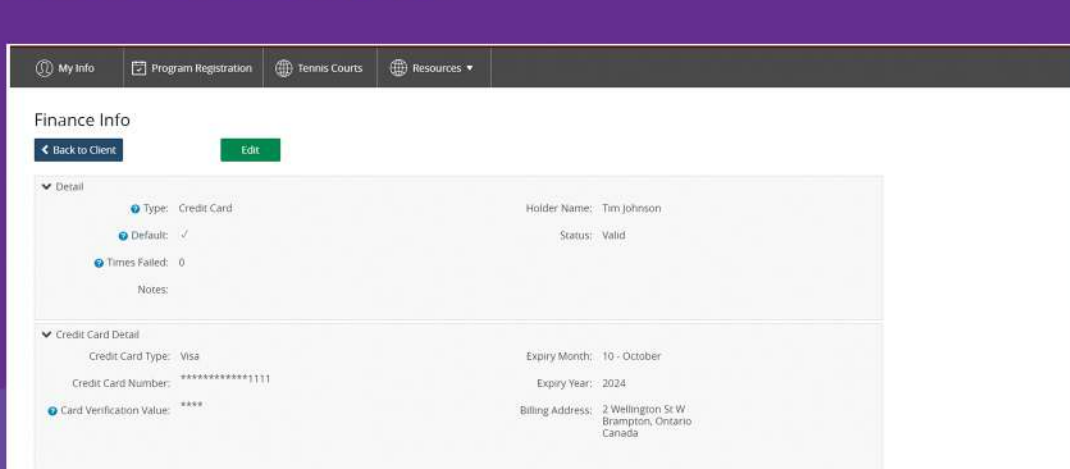
STEP SIX

Click save.



STEP SEVEN

You are all ready to go.



We look forward to seeing you!

Questions?

Email us at RecConnects@brampton.ca