INSTRUCTIONS TO VIEW YOUR RESERVATION OR ADD A CREDIT CARD TO YOUR PROFILE
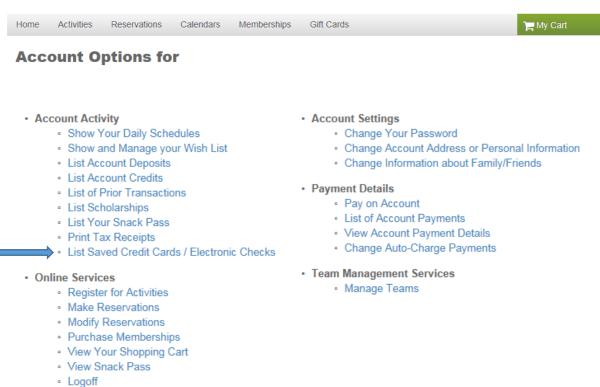
Log in to the Active Net Reservation System via the City Website:
https://apm.activecommunities.com/steamboatsprings/Home

Choose my account: (Choosing my cart will not display your current reservation) It will indicate your cart is empty.
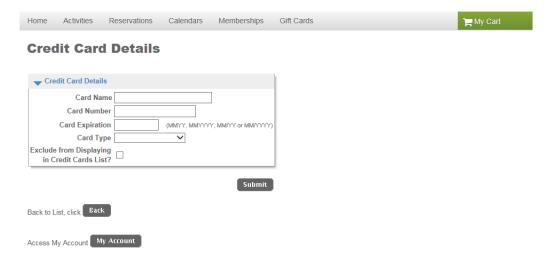
Instead choose "List of prior transactions" under the "Account Activity" category.

Next click on reservation or permit to see your reservation. You cannot pay from here you can only see your reservation.

If you're trying to add your credit card to your profile – choose "List Saved Credit Cards / Electronic Checks" – (the last choice of the options under Account Activity).

If you do not have a credit card on file – **choose "ADD NEW"** then enter your card details & submit.

TO PAY ON ACCOUNT – Choose Pay on Account listed under PAYMENT DETAILS.

Account Options for

- **Account Activity**
  - Show Your Daily Schedules
  - Show and Manage your Wish List
  - List Account Deposits
  - List Account Credits
  - List of Prior Transactions
  - List Scholarships
  - List Your Snack Pass
  - Print Tax Receipts
  - List Saved Credit Cards / Electronic Checks

- **Online Services**
  - Register for Activities
  - Make Reservations
  - Modify Reservations
  - Purchase Memberships
  - View Your Shopping Cart
  - View Snack Pass
  - Logoff

- **Account Settings**
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Information about Family/Friends

- **Payment Details**
  - Pay on Account ←
  - List of Account Payments
  - View Account Payment Details
  - Change Auto-Charge Payments

- **Team Management Services**
  - Manage Teams

TO PAY – CLICK ON "PAYMENT AMOUNT" – which will default to the amount currently owed **OR** you can enter a different amount in the second box to the right of the default amount.

Home	Activities	Reservations	Calendars	Memberships	Gift Cards

Outstanding Balances

Balance for   as of Nov 7, 2017 8:43 AM
To make payments, indicate the amount of each payment in the box provided.
Click on a receipt number for details.

Receipt Number	Issued	Original Balance	Current Balance	Next Payment Due		Payment Amount
3001522.001	Oct 27, 2017	$738.50	$738.50	Jul 14, 2018	✔	$0.00 ∨ or $
	Total	$738.50	$738.50			

To make the payment, click **Continue**

Don't want to submit payment, click **Cancel**

HIT CONTINUE TWICE IF THE AMOUNT TO PAY IS CORRECT, If not click on the "back" button.

NEXT

CHOOSE THE METHOD OF PAYMENT, CARD, CASH ETC. Clicking on the $ sign will default the amount owed and the credit card(s) on file. If you have a credit card on file – if you do not you can add new.

If you have a credit card on file the card will display for you.