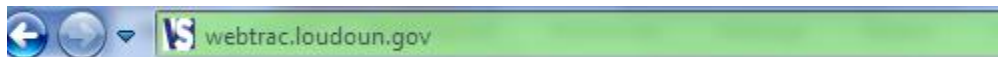# WebTrac Account

Create an Online Account:

1. You will need to go to the **webtrac** log in page by going to <u>webtrac.loudoun.gov.</u>

2. Below the Member Login it will ask if you need an account. Click where I have highlighted below.

If you already have an Webtrac account then you would just login where it ask you for your username and password.

3. Once you click on need an account you will need to create a User Name and Password and fill in the requested information highlighted in red.

Please complete the following information about your household

* REQUIRED DATA
User Name (up to 50 chars)
Password (up to 50 chars)
Re-Type to Confirm

Head of Household Information

Name of Primary Guardian (First)
Name of Primary Guardian (Last)
Gender   Left Blank
Date of Birth (mm/dd/yyyy)

Secondary Guardian Information

Name of Secondary Guardian (First)
Name of Primary Contact (Last)
Gender   Left Blank
Date of Birth (mm/dd/yyyy)

Email and Phone Information

Primary EMail Address
Re-Type to Confirm EMail Address
Home Phone w/ area code (xxx)xxx-xxxx
Cell Phone w/ area code (xxx)xxx-xxxx
Work Phone w/ area code (xxx)xxx-

4. Once you have submitted you information it will email you your username a password. You may add people to your account, but if you are just using this for your team you will not need to add any other people to your account.