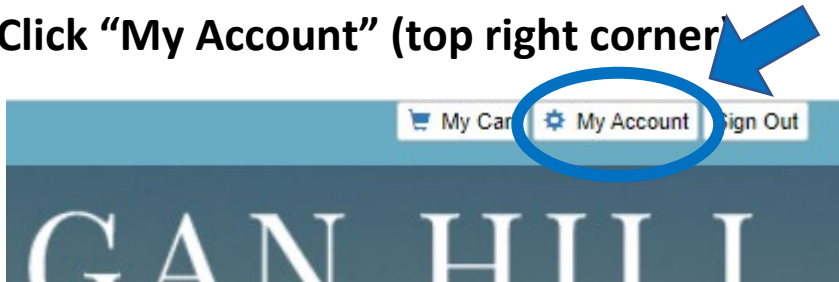


How to Add Family Members to Your “mhreonline” Account

Note: These are not instructions to add a member to an existing CRC membership. To manage an existing CRC Membership, go to www.morganhill.ca.gov/managemymembership.

Already logged in?

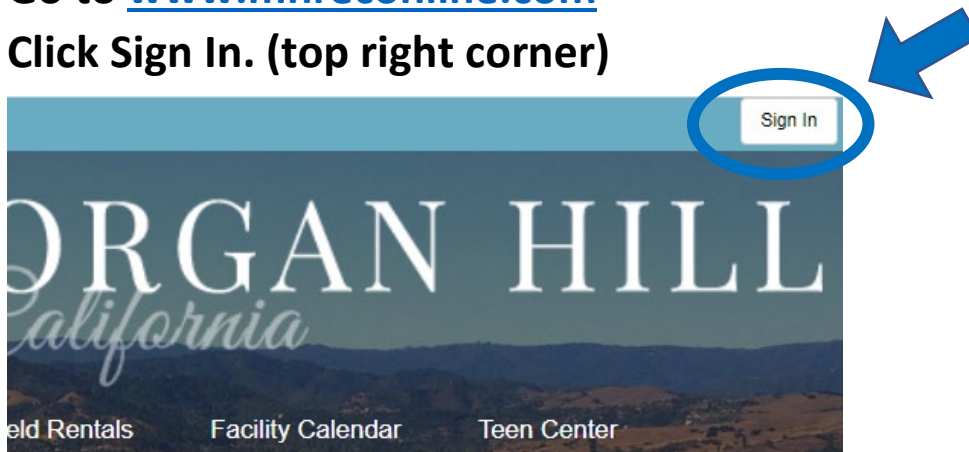
Click “My Account” (top right corner)



Need to log in?

Go to www.mhreonline.com

Click Sign In. (top right corner)



Log into your account.

Sign In

E-mail:

Password:

Don't remember your password?

To reset your password, click Reset Password. It can take a few hours to receive the email instructions.

You may also call 408-782-2128 to request password assistance.

Note: Your account is tied to the Primary member for login and email notifications.

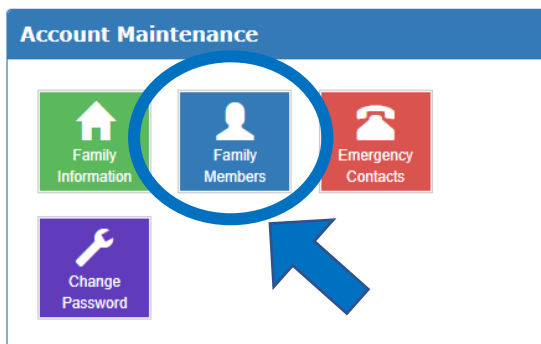
Click "Family Members" (blue box)

Dolphin Account



Four summary cards are displayed in a row:

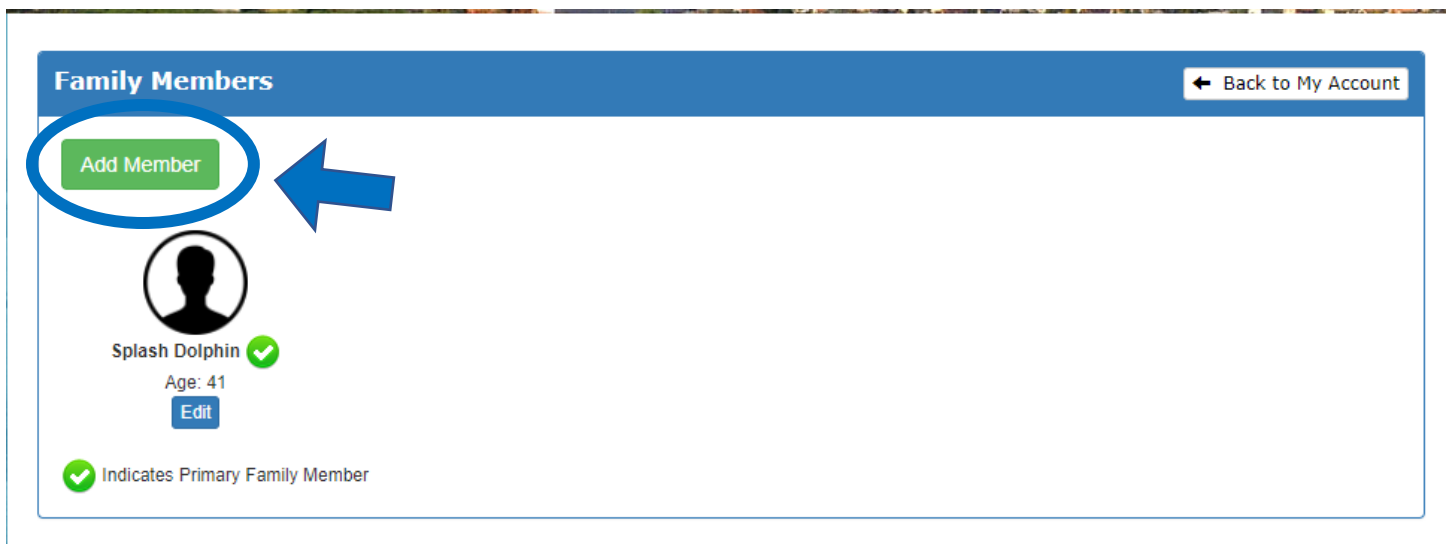
- Past Due:** Red card with a warning icon, showing \$0.00.
- Coming Due:** Orange card with a calendar icon, showing \$0.00.
- Documents Required:** Green card with a pencil icon, showing 0.
- Cart Items:** Blue card with a shopping cart icon, showing 0.



The **Account Maintenance** section contains several options:

- Family Information (green house icon)
- Family Members** (blue person icon, circled in blue with an arrow pointing to it)
- Emergency Contacts (red telephone icon)
- Change Password (purple wrench icon)

Click "Add Member" (green button)



The **Family Members** page features a blue header with a [← Back to My Account](#) link. A green **Add Member** button is circled in blue with an arrow pointing to it.

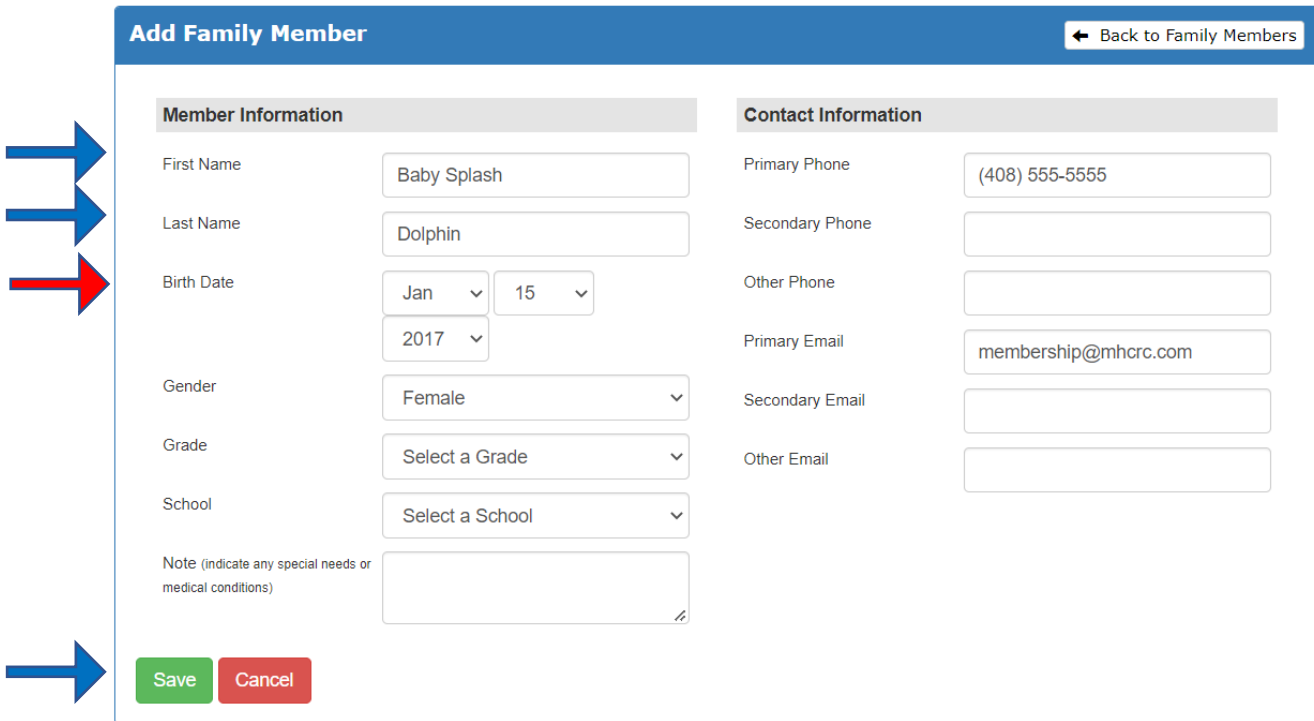
Below the button, a family member profile is shown:

- Profile picture placeholder (silhouette)
- Name: **Splash Dolphin** with a green checkmark
- Age: 41
- [Edit](#) button

A legend at the bottom left states: **✓** Indicates Primary Family Member

Enter First Name, Last Name, and Birth Date. Click Save.

(NOTE: You must enter a birthdate to be able to purchase an activity or membership for someone. Family member is not set up without a birthdate.)

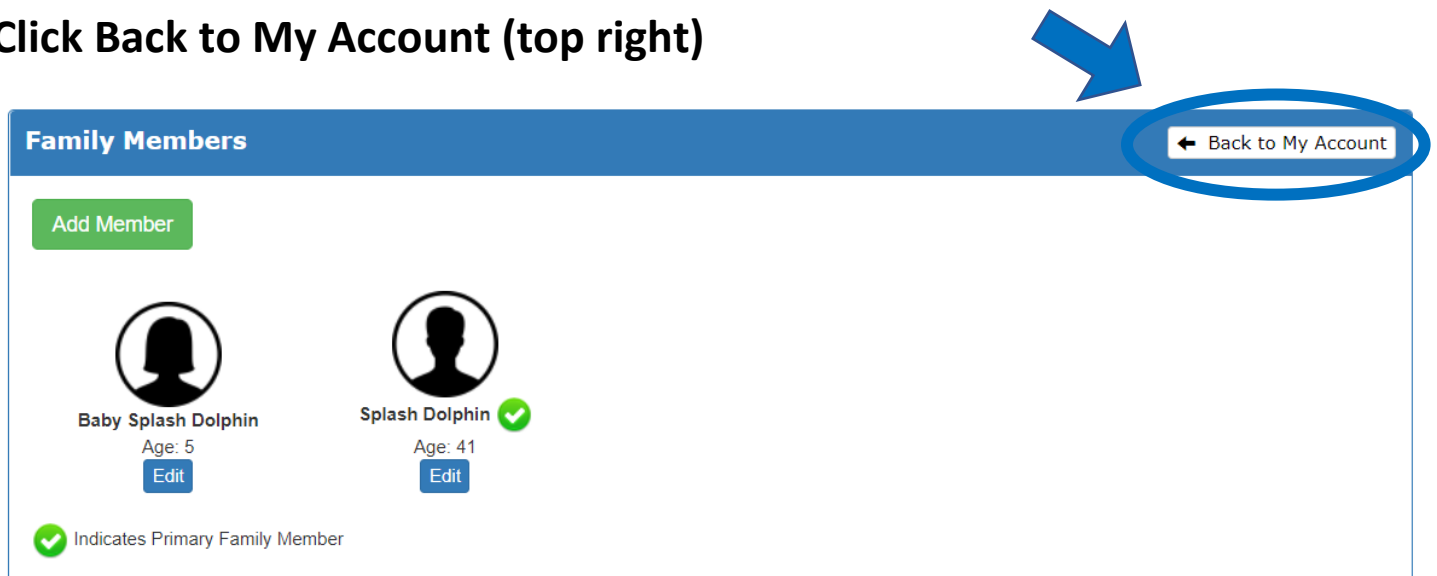


Add Family Member ← Back to Family Members


Member Information	Contact Information
First Name: <input type="text" value="Baby Splash"/>	Primary Phone: <input type="text" value="(408) 555-5555"/>
Last Name: <input type="text" value="Dolphin"/>	Secondary Phone: <input type="text"/>
Birth Date: <input type="text" value="Jan"/> <input type="text" value="15"/> <input type="text" value="2017"/>	Other Phone: <input type="text"/>
Gender: <input type="text" value="Female"/>	Primary Email: <input type="text" value="membership@mhcrc.com"/>
Grade: <input type="text" value="Select a Grade"/>	Secondary Email: <input type="text"/>
School: <input type="text" value="Select a School"/>	Other Email: <input type="text"/>
Note (indicate any special needs or medical conditions): <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Family Member will now show in your Family Member screen!


Click Back to My Account (top right)



Family Members ← Back to My Account



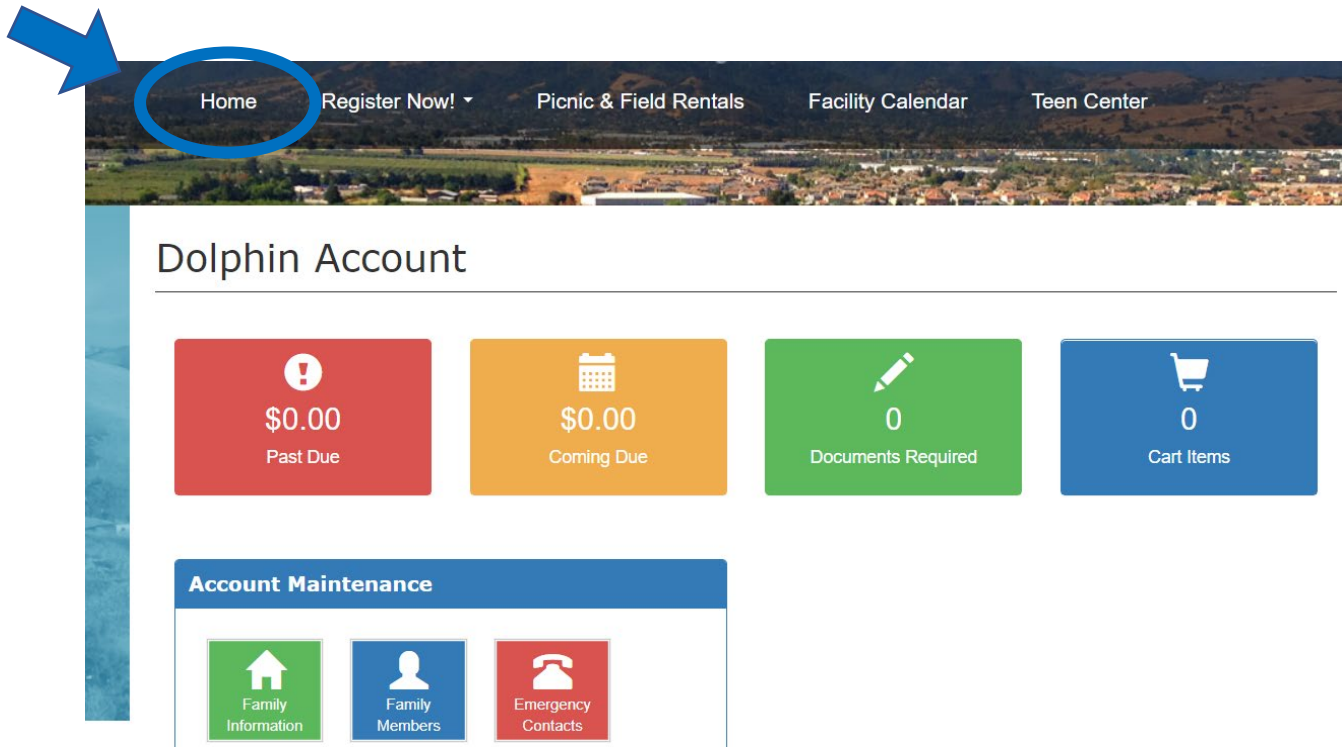
Baby Splash Dolphin
Age: 5



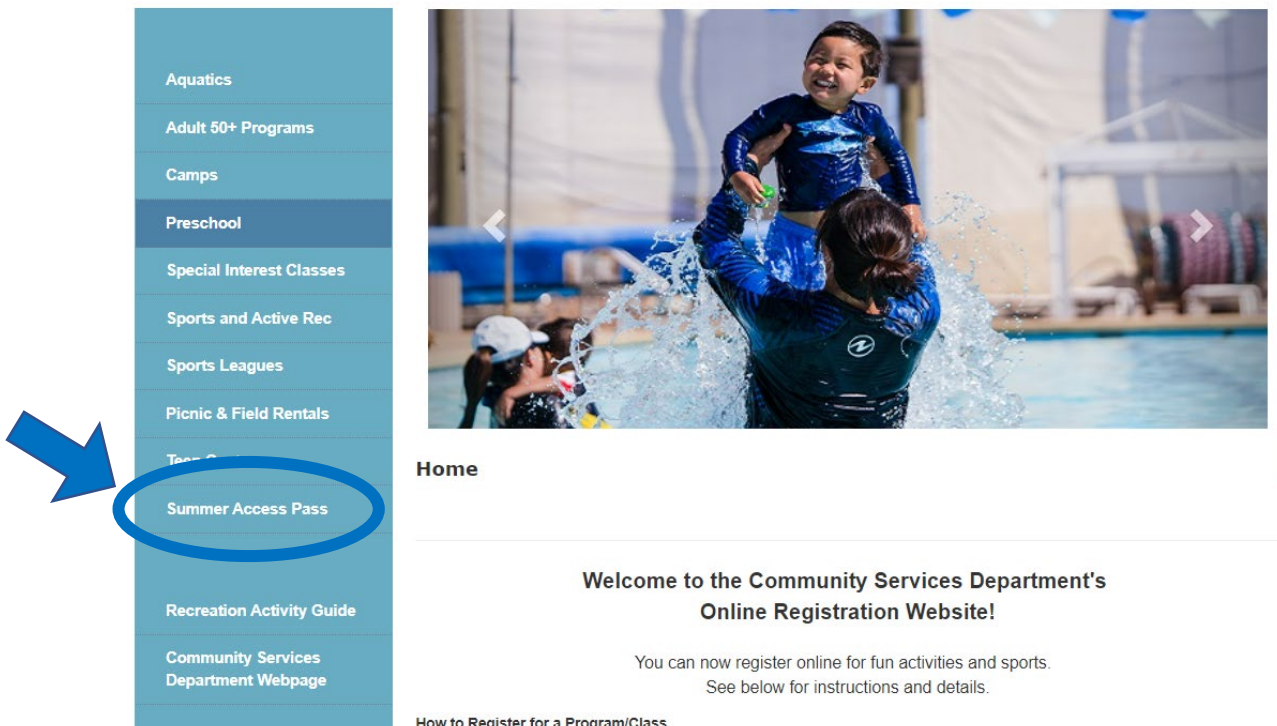
Splash Dolphin ✓
Age: 41

✓ Indicates Primary Family Member

Click Home (top left) to return to Registration/Enrollment Options.



Select the Summer Access Pass to Proceed with Enrollment!



1. Browsing through the class categories on the left or clicking "Register Now", or