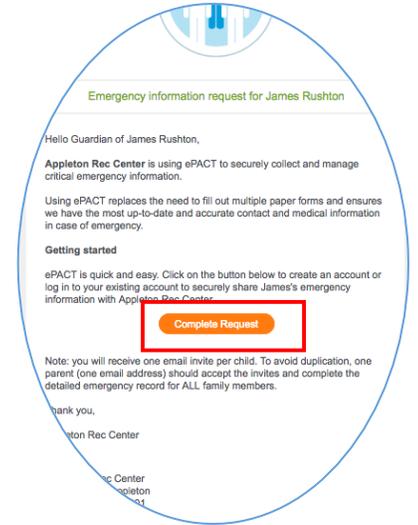
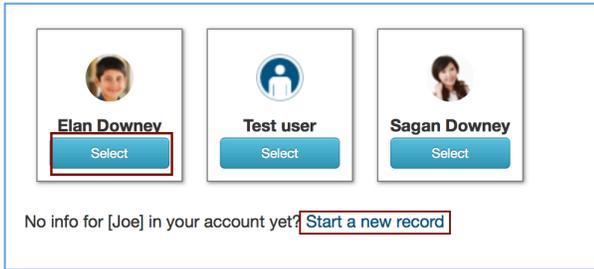
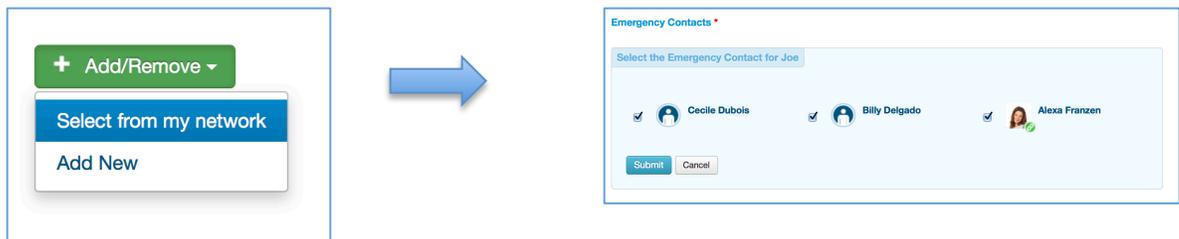


Completing Your Child's ePACT Record

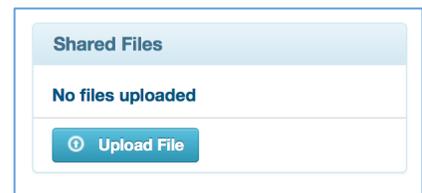
- Your organization will send you an invite to share your dependent's medical and emergency information. Click on **Complete Request**.
- Log in or create an account.
- Click on **Get Started** and select the correct dependent. If you have not yet created a profile for your child, click on **Start a new record**.



- Follow the steps. Any common family information will pre-populate, so you only need to enter it in once.
- If you have already added a legal guardian, emergency contact, medical provider or insurance information, you can select **Add/Remove > Select From My Network** to add it to a different profile.



- If you added an email address for your contacts, they will receive an email to confirm that they accept this responsibility (and they can double-check their contact info.)
- You can upload additional files like a behavioral plan or immunization record on the lefthand side.



- On the final step, click the **Share** button to give the organization access to your information. You'll receive an email to confirm that you were successful!

Share with **City of Lakeland Parks & Recreation