

Completing Your Child's ePACT Record

- A. Your organization will send you an invite to share your dependent's medical and emergency information. Click on **Complete Request**.
- B. Log in or create an account.
- C. 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**.



Emergency information request for James Rushton
Hello Guardian of James Rushton,
Appleton Rec Center is using ePACT to securely collect and manage critical emergency information.
Using ePACT replaces the need to fill out multiple paper forms and ensures we have the most up-to-date and accurate contact and medical information in case of emergency.
Getting started
ePACT is quick and easy. Click on the button below to create an account or log in to your existing account to securely share James's emergency information with Appleton Pac Center Complete Request
Note: you will receive one email invite per child. To avoid duplication, one parent (one email address) should accept the invites and complete the detailed emergency record for ALL family members.
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- D. Follow the steps. Any common family information will pre-populate, so you only need to enter it in once.
- E. 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.



- F. 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.)
- G. You can upload additional files like a behaviorial plan or immunization record on the lefthand side.

Shared Files	
No files uploaded	
1 Upload File	

H. 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!

