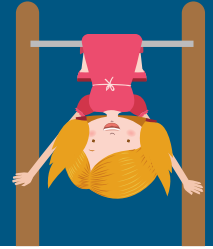




SHARING YOUR EMERGENCY INFO



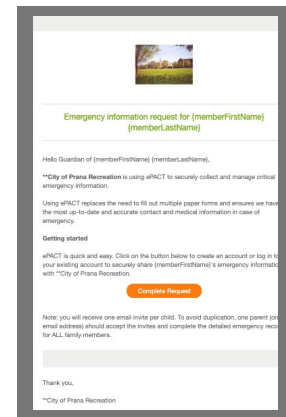
What is ePACT ?

ePACT is a tool that organizations like Park & Recreation Departments, YMCAs, sports associations, schools, daycares, employers and municipalities use to collect important emergency information that they used to collect via paper forms. It helps to make sure that the right data, is in the right hands at the right time.

[Read more about ePACT's Privacy & Security Policies.](#)

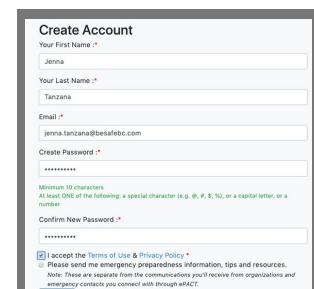
Receive a Request

- 1. Loudoun PRCS and ePACT will send you a request for each child participating in their program for this year or season.**
- 2. Click on Complete Request to get started.**



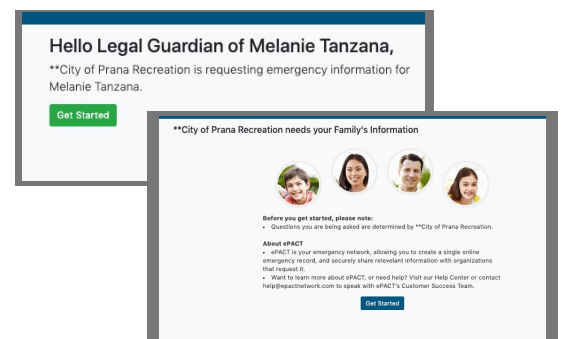
Create a Free Account

- 1. Add your name and choose a password that is at least 10 characters long and includes a number or special character.**
- 2. Accept our Terms of Use and now you're ready to go!**



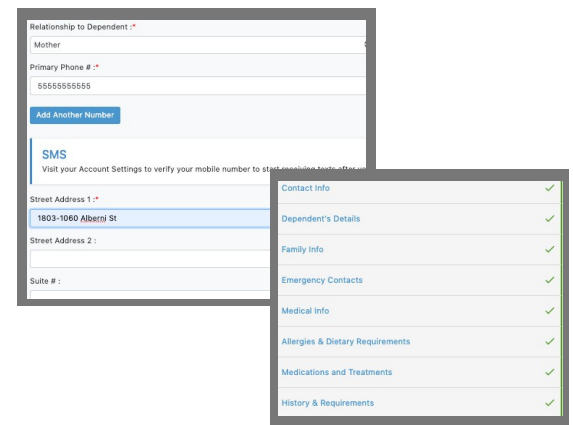
Getting Started

- 1. Read the instructions carefully.**
- 2. Click on Getting Started.**



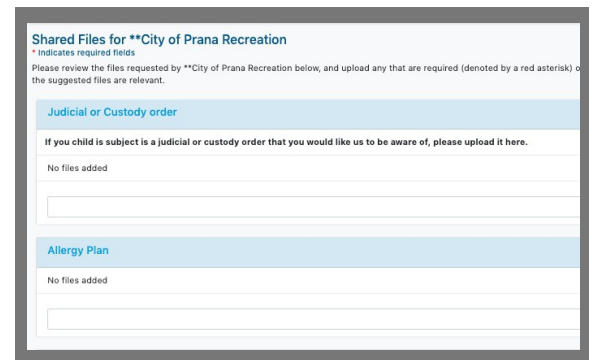
Follow the Steps

1. Answer questions on each step.
Those with an * are required.
2. Ensure all the steps have a checkmark.



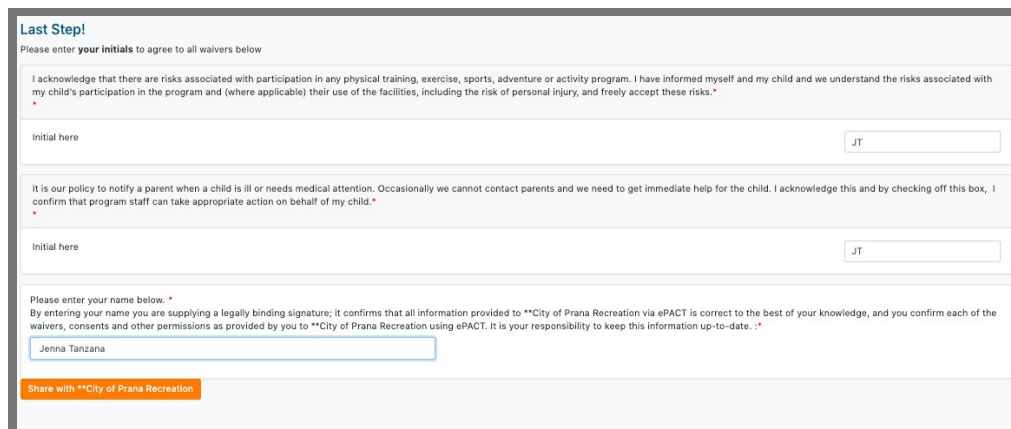
Add Additional Documents

1. You can upload additional documents like immunization records, custody orders or one of your organization's custom sheets like Medication Administration forms.



Add Your Initials and Signature

1. Add your initials to each waiver (or agree by checkbox) and add your signature.
2. Click on the Share button to complete the process!



Success! Loudoun PRCS can now see your info and you can expect an email confirmation!

For more information, or for assistance, please contact us at
help@epactnetwork.com or 1.855.773.7228.

All rights reserved. January 2019

ePACT 
your emergency network



LOUDOUN COUNTY DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES

If you require a reasonable accommodation for any type of disability or need language assistance to participate, please contact adaptrec@loudoun.gov, 703-777-0343, TTY-711. At least three business days of advance notice is requested; some accommodations may require more than three days of notice.

