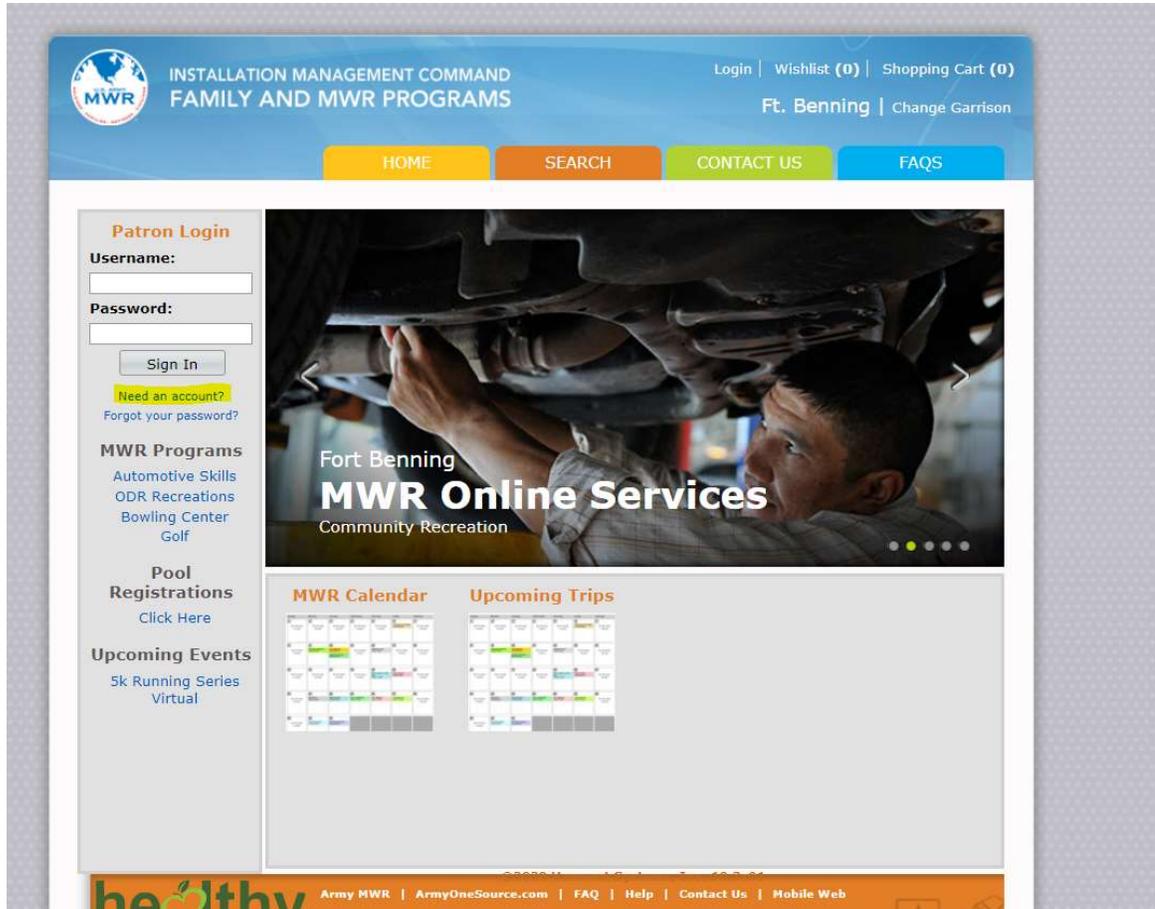# Creating a RecTrac/WebTrac Account

1. Go to
   https://webtrac.mwr.army.mil/webtrac103/wbwsc/benningrectrac.wsc/wbsplash.html?wbp=1

2. Click 'Need an account?'

3. Fill out all required fields in blue, as well as Spouse information (Secondary Guardian) if applicable.

Please complete the following information about your household

* REQUIRED DATA

User Name (up to 50 chars)	johnsmith
Password (up to 50 chars)	....
Re-Type to Confirm	....

Head of Household Information

Name of Primary Guardian (First)	John
Name of Primary Guardian (Last)	Smith
Gender	Male ⌄
Date of Birth (mm/dd/yyyy)	01/01/1970

Secondary Guardian Information

Name of Secondary Guardian (First)	Jane Doe
Name of Secondary Guardian (Last)	Smith
Gender	Female ⌄
Date of Birth (mm/dd/yyyy)	01/01/1970

Email and Phone Information

Primary EMail Address	john.smith@mail.com
Re-Type to Confirm EMail Address	john.smith@mail.com
Home Phone w/ area code (xxx)xxx-xxxx	(123)123-1231
Cell Phone w/ area code (xxx)xxx-xxxx	
Work Phone w/ area code (xxx)xxx-xxxx	
Work Extension	

Address Information

Mailing Address	1234 A Street
Street Address *if different*	
City	Fort Benning
State	GA
Postal/Zip Code	31905
Country	

Emergency Contact Information

	Name of Emergency Contact (First)	Name of Emergency Contact (Last)	Contact Phone w/ area code	Relationship
#1				

* REQUIRED DATA

Finish	Clear Form

4. Click 'Finish' when complete.

5. Add any children to your household by clicking 'Add Family Member'

Please complete the following information for every family member that will use our services

All information is treated confidentially and used only for placement purposes.

#	First Name	Last Name	Nickname	Gender	Date of Birth	School Grade
1	John	Smith		Male	01/01/1970	Unspecified
2	Jane Doe	Smith		Female	01/01/1970	Unspecified

Add Family Member	Done

6. Fill in required data in blue.

Family Member # 3

First Name	James
Last Name	Smith
Nickname	
Gender	Male
Date of Birth (mm/dd/yyyy)	01/01/2020
School Grade or highest grade completed highest grade completed	Unspecified

* REQUIRED DATA

Finish	Clear Form

7. Click 'Finish' when complete, then 'Done'.

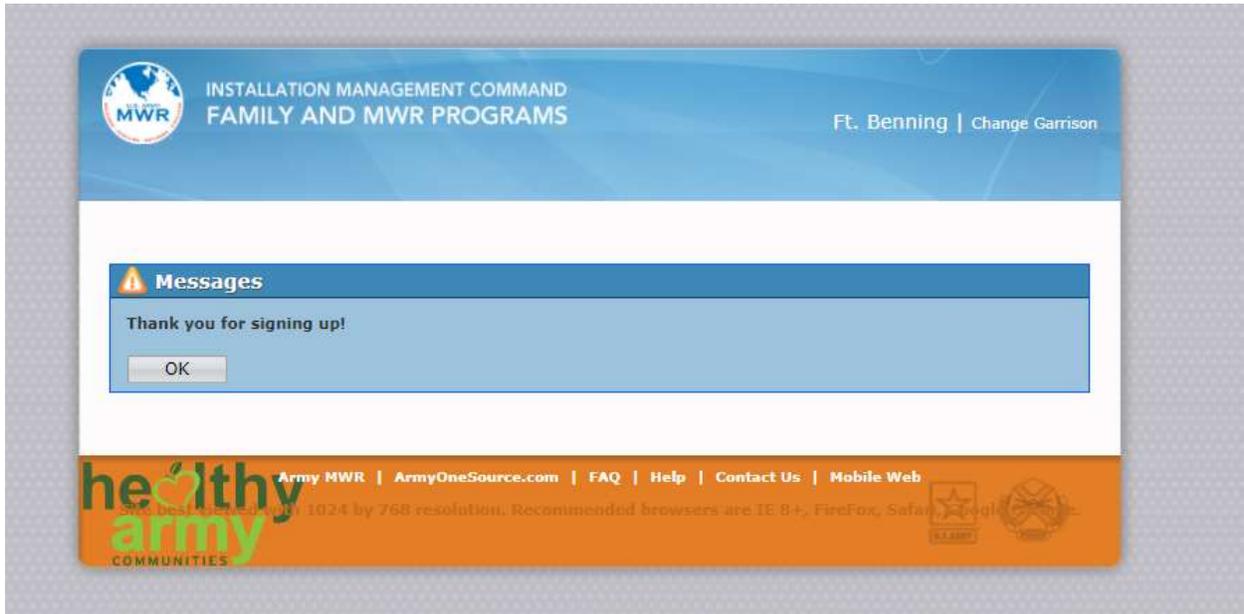**Please complete the following information for every family member that will use our services**

All information is treated confidentially and used only for placement purposes.

#	First Name	Last Name	Nickname	Gender	Date of Birth	School Grade
1	John	Smith		Male	01/01/1970	Unspecified
2	Jane Doe	Smith		Female	01/01/1970	Unspecified
3	James	Smith		Male	01/01/2020	Unspecified

Add Family Member	Done

8. Complete! You are now registered into DFMWR Fort Benning RecTrac/WebTrac.

- For issues pertaining to creating households on WebTrac, please contact Haley Ryan at:
  - o (706) 329-1034
  - o or haley.c.ryan.naf@mail.mil