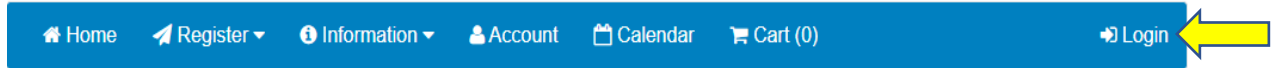


## How to Upload Proof of Residency Documents

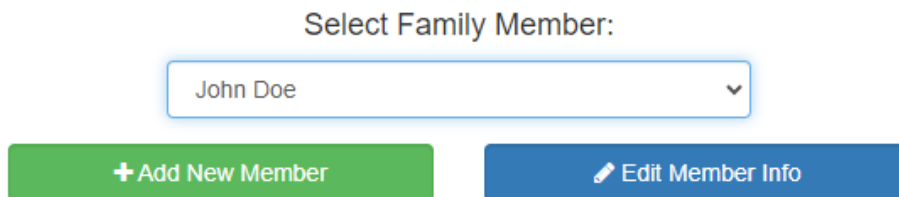
1. Login or Create a New Account



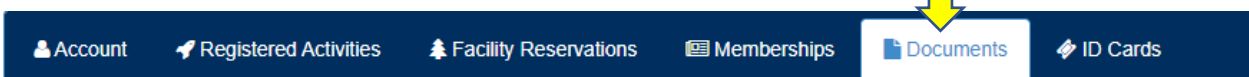
2. Once Logged In, Click 'Account' tab



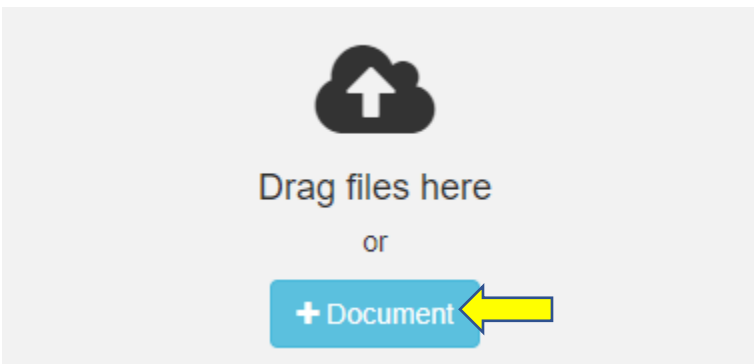
3. Select a Family Member (If new account Add New Members)



4. Click 'Documents' tab



5. Upload Documents for each family member 16 years old and older



### Acceptable Documents:

- Government/state issued ID
- Driver's license or learner's permit
  - Purchase/lease agreement
    - Vehicle registration
- Utility or credit card bill dated within the last 30 days.

6. Select another family (16 years old and older) and repeat steps 4 and 5

All documents uploaded to provide proof of residency will be verified within three (3) business days by the Ankeny Parks & Recreation Department. Once residency is approved, accounts will receive an auto-generated confirmation email from the Ankeny Parks & Recreation registration system and be eligible for discounted resident rates.