



Instructions for the GovOnline Bathing Pavilion Application:

A. Directions for Returning Members

1. For **Returning Members**, enter your username and password, as created last season. If you have forgotten your username and/or password, click on “Forgot your login username or password” to have your login information emailed to you (remember to use the same email id that you used to set up the account originally). If an email with your login information does not arrive, please check your “spam” folder.
2. After you enter your login information, your membership from last season can be accessed by clicking the green “Renew” button. You will be able to proceed and/or change the information contained on the application at this time.
3. After you have successfully reviewed or changed the information, be sure to click **Next** and proceed.
4. Continue to click **Next** until you reach the payment screen.
5. Review the balance, and choose your payment method. (e-check, credit card, personal check or cash). **PLEASE NOTE: THERE IS A CONVENIENCE FEE CHARGED FOR USING A CREDIT CARD. PLEASE DO NOT PROCEED WITH A CREDIT CARD PAYMENT IF YOU DO NOT WISH TO PAY THE CONVENIENCE FEE. CHANGE YOUR PAYMENT OPTION AND PROCEED.**
6. Click **Certification of Submission** and click **Submit**.
7. You will receive an email indicating that your application has been submitted.
8. **Note: If you choose a payment option that requires you to either mail your payment or bring in your payment, your application will not be approved until we receive and process your payment.**

To view your application after you have submitted it, go to the home screen and click on **Submitted Application** on the right side of the screen.

B. Directions for New Member Entering a New Application

Note: New applications are available to residents of Monmouth Beach only.

1. You must first Create a New Account. See the Login box on the upper right hand side of the screen. Click on **Create a New Account** underneath the login box. Please remember to keep your username and password in a safe place for future use as you will need that information in order to apply for other various Borough programs and applications.
2. Make sure to fill in all items that are marked with a red asterisk (*).
3. Click **Next**.
4. Complete all security questions and click **Next** when done. Record your answers in a safe place so you can answer them in the future if need be.
5. Enter characters exactly as shown and click **Create Account**. For example, each alpha character must be entered as upper or lower case as shown.
6. Once you receive the password by email, go to the **Login** screen and login using the password they emailed you.



7. Next, click on the **My Account** tab and click on the **Your Password/Pin** icon to reset the password you were emailed to one of your own choosing. Then, click on the **Basic Information** icon and update the information in both the **General Information** and **Address Information** tabs. When you go to the **Address Information** tab, enter your **Mailing Address** and **Billing Address**.
 - a. **IF YOU ARE A RESIDENT, scroll down to Property Location and Block/Lot. As soon as you enter a partial address, the matched addresses will be listed for you to select your address. The block/lot will then be populated.**
8. Make sure to **Save** your updated information.
9. Now you are ready to complete your Bathing Pavilion application.
10. Click on **Application** tab (top left).
11. Click the **purple “Apply”** button under Applications (in the middle of the screen).
12. Read and check that you have read the **Rules and Regulations** and click the box.
13. After reviewing the applicant information, you are ready to enter the member information.
14. Select the **Member Type** from the drop down list (Bathhouse, Locker, Beach & Pool, Beach Only). **Note: an application can have a mix of Member Types.**
 - a. If you select Bathhouse or Locker and you did not have one last year, you will be asked if you want to be placed on the Bathhouse or Locker wait list.
 - b. For Beach and Pool and Beach Only Member Types, click **Add Beach Member or Add Beach-Pool Member** to add each member.
15. Enter the following member information:
 - a. First Name
 - b. Last Name
 - c. Resident (Owner or Renter) click on the box in the Resident column.
 - d. Date of Birth – **please enter as xx/xx/xxxx**, and click “done.”
 - e. Relation to Applicant – select from the drop down list.
16. After you have successfully entered the information for the member, the app will calculate the fee for that member (unless it is a bathhouse or locker membership).
17. If you have comments or notes, make sure to enter them into the blank box marked **Comments/Notes**.
18. **Guest Cards, Parking Tags, and Umbrella Spaces** are located at the bottom of the page. Make sure to click the box(es) you want and enter the quantity you desire.
19. Click **Next**, click **Bathing Pavilion form** to review your application, and click **Next** until you reach the payment screen.
20. Review the balance, choose your payment method and click **Next**.
21. Click **Certification of Submission** and click **Submit**.
22. You will receive an email indicating that your application has been submitted.

Note: If you choose a payment option that requires you to either mail your payment or bring in your payment, your application will not be approved until we receive and process your payment.

IF YOU HAVE ANY QUESTIONS PLEASE CALL US AT 732-229-2204, AND PRESS #9.

**BADGES WILL BE AVAILABLE FOR PICK UP AT THE BATHING PAVILION ONLY,
BEGINNING THE SATURDAY OF MEMORIAL DAY WEEKEND.**