

## Palmerton Memorial Park Association

### Community Pass Uploading of Pictures Instructions

1. Visit [CommunityPass.com](http://CommunityPass.com).
2. Select Log In.
3. Select "Login for activity, Membership & Facility Reservations."
4. Search for "Palmerton Memorial Park Association, PA" in the "Enter Community or Organization" box. It should show up after just entering a few letters.
5. Click the arrow.
6. Enter your username and password. If you do not know what they are, please reach out to us at [pmpa@ptd.net](mailto:pmpa@ptd.net).
7. Click "View Account."
8. Click Edit for one of your family members.
9. Below much of the information and above "Email Preferences" you will see "Upload Photo:" with the option to "Choose File." You can either choose a picture that you already have or take one that time. Please make sure that the picture is nice and clear and of the member's face.
10. Click "Save Changes" at the bottom.
11. Repeat the process for all members on the account.