

## Veteran's Memorial Legacy Brick Program Ordering Tutorial

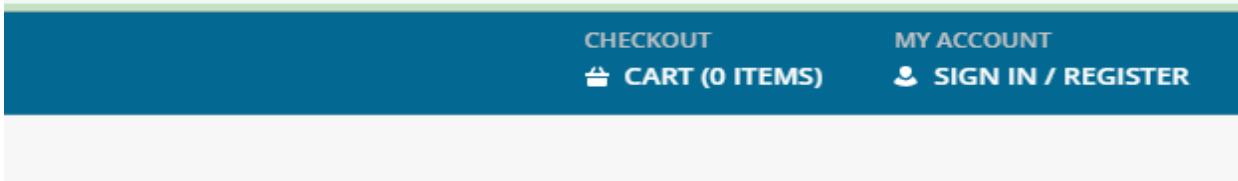
Ordering a Veteran's Brick is a 2 part process.

1. You must login to RecTrack or Create an Account if you have never used RecTrac
2. Once logged into RecTrac Select your desired brick type and make payment.

### PART 1, Login or Create Account

Go to RecTrack's main screen <https://webtrac.jupiter.fl.us/wbWSC/webtrac.wsc/>

Click the "SIGN IN / REGISTER" link at the top right of the screen under "MY ACCOUNT".



If you have never used WebTrac you will need to create an account by clicking the "Don't have an account? Sign Up Now" link located below the login dialog box.

## Login

WebTrac Login

**Username \***

**Password \***

**Login**

[Forgot Username?](#)

[Forgot Password?](#)

[Don't have an account? Sign Up Now](#)

To create a new account you will need to enter the required fields marded with an “\*”.

**Household Add**

▲ Account Contact Information

First Name \*  Last Name \*  Birthday \*


Address \*  City \*  State \*  Zip \*

Cell # \*  Home #  Work #


Email \*  Confirm Email \*

Organization Name

Click the “I’m not a robot” checkbox for security purposes and click the “Save” button.


I'm not a robot  [Privacy](#) [Terms](#)

It can take up to 1 business day to approve your account. This is to set your Jupiter resident status.


 HOME SEARCH ▼ EVENT CALENDAR CONTACT US





CHECKOUT MY ACCOUNT  
CART (0 ITEMS) SIGN IN / REGISTER

Thank you for registering. Please wait for your household to be approved.



Once you receive an email stating that your account is setup.

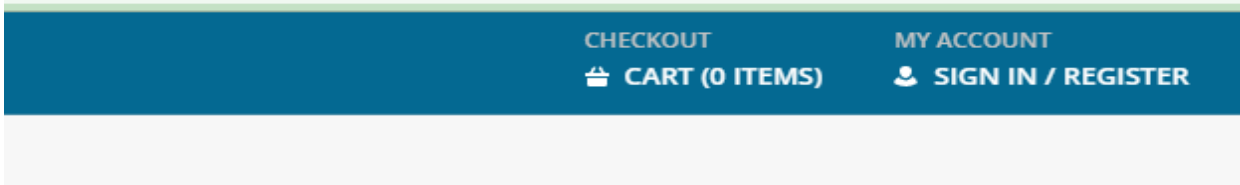
Per Your Request 

 tojwebtrac@jupiter.fl.us 3:03 PM (4 minutes ago)   

Thank you for using the online ID reminder option! Your Household ID is   You may proceed with online registration using the above Household ID <https://webtrac.jupiter.fl.us/vbwsc/webtrac.wsc/login.html> If you have any questions please contact our office at (561) 741-2400, Monday-Friday, 8:00 AM - 9:00 PM, Saturdays, 8:00 AM - 4:00 PM and we are closed on Sundays and major holidays. PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Jupiter officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

You can now log into your account. Go to <https://webtrac.jupiter.fl.us/wbWSC/webtrac.wsc/> to login

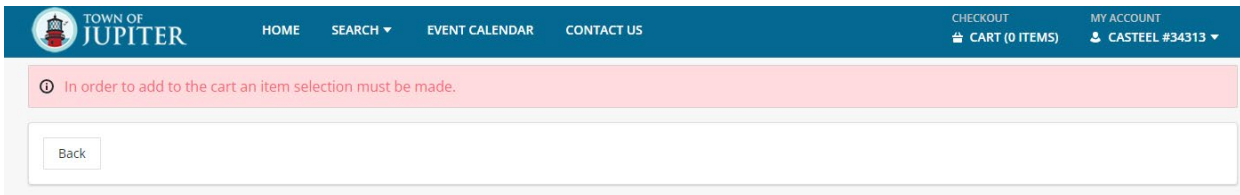
Click the “SIGN IN / REGISTER” link at the top right of the screen under “MY ACCOUNT”.



Log into your account.

**\*Note when you go to login the Username\* is your Household ID from the email.**

When you log in you will see this screen



## PART 2 – Order Your Brick

Got to Veteran’s Memorial Legacy Brick Page. <https://www.jupiter.fl.us/VeteransBricks>

To order your Veteran’s Memorial Legacy Brick click the “Order Form” link on the Veteran’s Memorial Legacy Brick information page.

### How the program will work:

- Each brick will have two options:
  1. A message with no branch insignia: these bricks will include four (4) lines of text, with a maximum of 21 characters per line. ([Order Form](#))
  2. A message containing a branch insignia: these bricks will include an insignia of the United States Army, Navy, Air Force, Marines or Coast Guard as well as three (3) lines of text with 18 characters per line. ([Order Form](#))

This will take you to the Town’s RecTrac portal where you will see Two choices of brick That you can order.

### Veterans Memorial Bricks - 900003

All bricks will be a red charcoal color to match the current bricks found at the Veterans Memorial.

Each brick will cost \$100, which will include the production of the brick as well as its installation.

Space is limited and bricks will be placed on a first-come, first served basis. If the space sells out, the Town will explore additional area after completion of construction of the new Town Hall building.

#### 2 Sections

Add	Activity #	Description	Dates	Times	Days	Location	Ages	Res/NR Price	Availability
<input type="checkbox"/>	900003-AA	Veterans Memorial Brick w/Insignia	03/01/2023 -08/31/2023	12:00 am -11:59 pm	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	● Available
<input type="checkbox"/>	900003-AB	Veterans Memorial Brick	03/01/2023 -08/31/2023	12:00 am -11:59 pm	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	● Available

Select which type of brick that you would like to order, (with or without) insignia

Add	Activity #	Description	Dates	Times	Days	Location	Ages	Res/NR Price	Availability
<input type="checkbox"/>	900003-AA	Veterans Memorial Brick w/Insignia	03/01/2023 -08/31/2023	12:00 am -11:59 pm	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	● Available
<input checked="" type="checkbox"/>	900003-AB	Veterans Memorial Brick	03/01/2023 -08/31/2023	12:00 am -11:59 pm	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	● Available

An “Add To Cart” button will appear at the bottom of the page. Click the “Add To Cart” button.

## 1 Selected Items

### Veterans Memorial Brick (900003-AB)

Clear Selection

Add To Cart

This is the section where you will add the information you would like to your brick.

## Veterans Memorial Brick w/Insignia (900003-AA) for Scott Casteel (Purchase)

Veterans Memorial Brick w/Insignia (900003-AA) for Scott Casteel (Purchase)

Questions

Select Branch Insignia \*

--- Not Selected ---

First 18 characters on brick \*

Second 18 characters on brick

Third 18 characters on brick

Continue Cancel

Once you add your desired information click the “Continue” button.

New Charges In Shopping Cart

### Shopping Cart

Shopping Cart

	Description	Name	Total Fees
Remove	Veterans Memorial Brick w/Insignia (900003-AA) (Enrolled)	Scott	\$ 100.00
<b>Grand Total Fees Due</b>			<b>\$ 100.00</b>
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$ 0.00</b>

Proceed To Checkout Continue Shopping Pay Old Balances Empty Cart

The fee is \$100.00 plus sales tax.

Click the “Proceed To Checkout” button.

Select your payment method from the drop down menu and Fill out all required Fields and click “Continue” button

## Checkout

### Summary of Charges

New Charges In Shopping Cart:	\$ 100.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 100.00
Amount To Be Paid Today:	\$ 100.00

### The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*

E- Visa/MC

### Customer Information

First Name: \*

When your order is complete you will see the following screen.

## Customer Confirmation

Your Online transaction is complete. Please select an option below to continue.

[View Confirmation Receipt \(in .PDF format\)](#)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

Email Address \*

Send Copy

A copy of your receipt has been sent to "scasteel1968@gmail.com". If you would like to send a copy to another email address, use the field below.

Continue Shopping

Logout