

PROCEDURE CREATE YOUR ACCOUNT FROM MARCH 31ST TO MAY 1ST

MANDATORY PRIOR TO REGISTRATION

	RESIDENTS AND HOMEOWNERS	NON-RESIDENTS
Day Camp	APRIL 18TH 1:30 PM	APRIL 25TH 1:30 PM
Aquatic activities	MAY 2ND 1:30PM	MAY 9TH 1:30PM

Create an ACloisirs account in 7 steps!

Your account will be activated within 72 business hours of its creation.

You have from March 31 to May 1st to do so.

1. Click on the following link to access the Town of Sutton's online platform:
<https://mon.accescite.net/46058/en-ca/Home/Index>
2. Enter your information on the home page to create your account

Why should I register ?
Register for leisure activities
Request a permit
Receive news feed

Email address

First name

Last name

Password

Confirm password

Secret question

Answer to the secret

Language choice

Optional: If you wish to register for Recreation programs select the box:
☒ *I am interested in signing up for Recreation programs.*

Phone number : 999-999-
9999

Gender

I was born on

I am a resident of the ☒ Yes ☐ No

Family Role

Civic Address

Apartment Number

Street

Postal code A9A 9A9

City

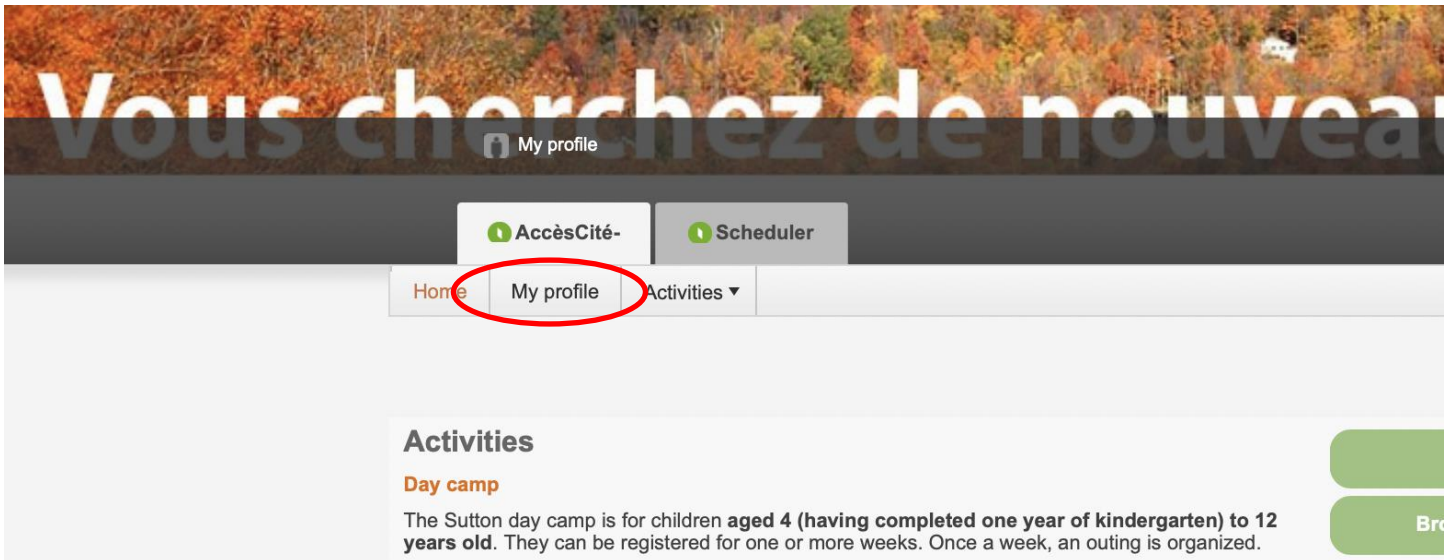
Create my account

Important:
Select ***I am interested in signing up for Recreation programs*** for the rest of the form to appear.

Select Yes if you are a resident or homeowner of the Town of Sutton.

Click on Create my account once you have filled in all the information.

3. Complete your information by clicking on My Profile



4. Complete the sections of your profile (if necessary)

Add members to your family **if you are registering people other than yourself for activities** (see step 5)

Add a second **address if you do not receive mail at your Sutton residence** (see step 6)

Add other ways to reach you if necessary (see step 7)

User account profile

My connection informations

Email address

First name

Last name

Language choice

Save

My family members

My addresses

My phone numbers

My emails

My invoices history

My payment options

Preauthorized payments

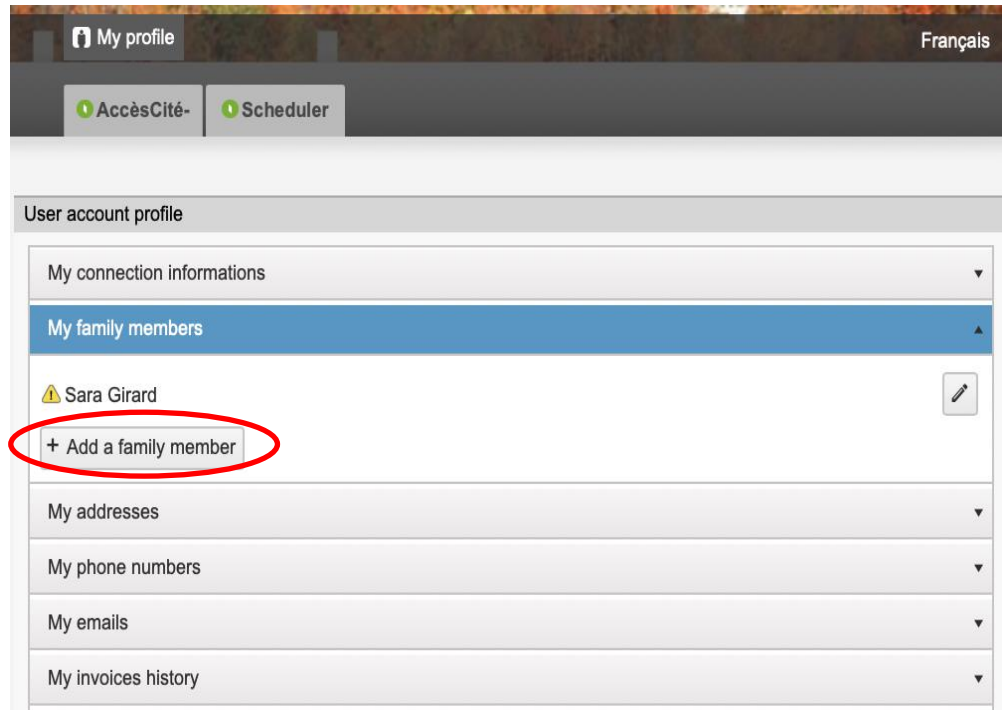
Pay my bills

My tax slips

5. Add members to your family

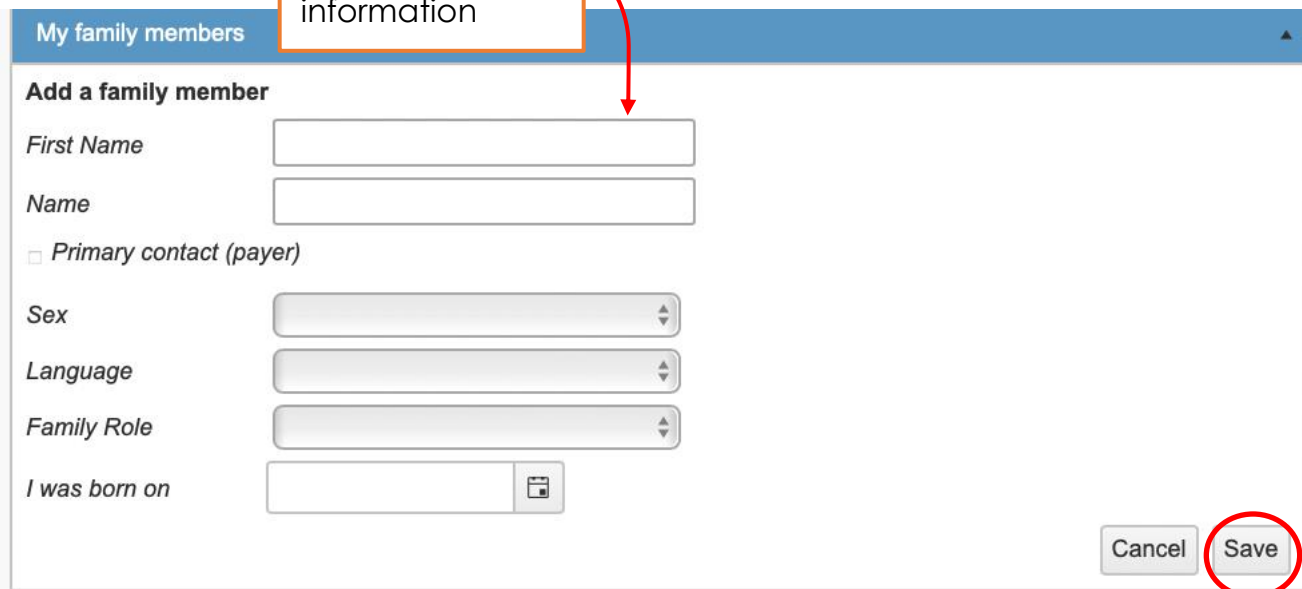
Important:

Add all the members of your family that you plan to register for activities (children and/or adults)



The screenshot shows the 'My profile' page with a dark header containing 'My profile' and 'Français'. Below the header are two tabs: 'AccèsCité-' and 'Scheduler'. The main content area is titled 'User account profile' and contains several expandable sections: 'My connection informations', 'My family members' (highlighted in blue), 'My addresses', 'My phone numbers', 'My emails', and 'My invoices history'. The 'My family members' section is expanded, showing a list with one entry: 'Sara Girard' with a warning icon and an edit icon. Below this entry is a button labeled '+ Add a family member', which is circled in red. A red arrow points from the 'Important:' text box to this button.

Fill in the
requested
information



The screenshot shows the 'Add a family member' form within the 'My family members' section. The form has a blue header with the title 'Add a family member'. It contains several input fields: 'First Name', 'Name', 'Primary contact (payer)' (with a checkbox), 'Sex', 'Language', 'Family Role', and 'I was born on' (with a date picker). At the bottom right, there are two buttons: 'Cancel' and 'Save', with the 'Save' button circled in red. A red arrow points from the 'Fill in the requested information' text box to the form fields, and another red arrow points from the 'Save' button to the bottom right text box.

Important:

Repeat this step **for each person you plan to register.**

Click on save once all the information is filled in.

6. Add a correspondence address

My addresses

11 Rue PRINCIPALE Sud
Sutton Québec
CANADA J0E 2K0
Home
☒ For mailing
+ Add an address

Add an address **if you do not receive mail at your Sutton residence.**

Select For Mailing

We will use this address for all communication by mail.

My addresses

Add an address

Category

☒ For mailing

Civic Number

App. / Suite

Street Name

City

Postal Code

Province

Country

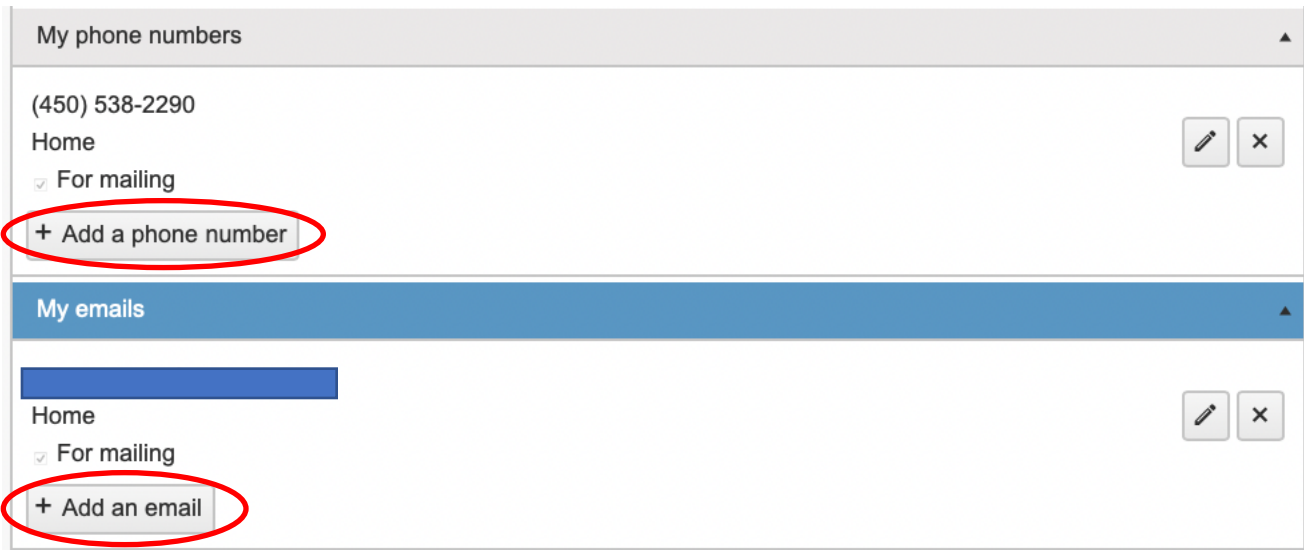
Cancel **Save**

Fill in the requested information

Click on save once all the information is filled in.

7. Add another phone number or email

Add **another phone number or email** to help us reach you, **if necessary**.



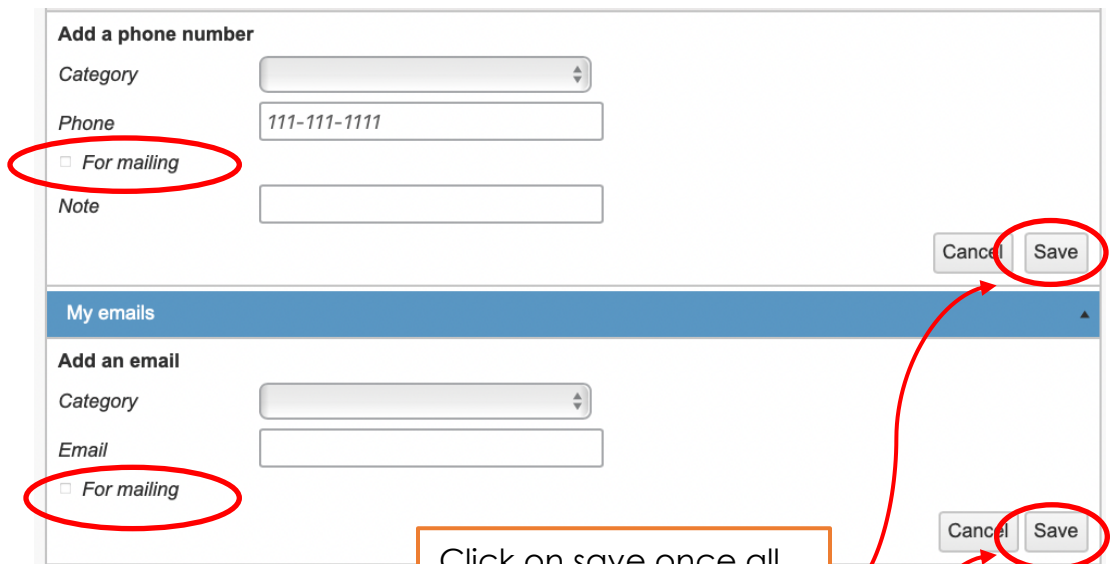
My phone numbers

(450) 538-2290
Home
☒ For mailing
+ Add a phone number

My emails

Home
☒ For mailing
+ Add an email

Indicate *For Mailing*
if this is the main
way to reach
you.



Add a phone number

Category

Phone

☐ *For mailing*

Note

Cancel Save

My emails

Add an email

Category

Email

☐ *For mailing*

Cancel Save

Click on save once all
the information is filled
in.



Your account will be approved within 72 business hours of its creation. You will then be able to log in to the platform on registration day!