

## How to Assist an Existing Customer Establish a Web Account

- #1 Search for Customer in Aspira. Give the customer their customer number. (It will also be on their receipt and registration.)
- #2 Update the customer record. The customer must have their birthdate in the system to lookup and existing account
- #3 Get a current email address for the customer.

**FIND CUSTOMER:** [Customer Search/List](#) » [Customer Details](#)

**Actions** #1 [PRINT CUSTOMER RECORD](#) [CHANGE HISTORY](#) [PURCHASE PERMIT](#) [MERGE](#) [CUSTOMER'S ORDERS](#)

**Customer Info** Customer # **003476699** Status **Active** Customer Class **Individual** Tax Exempt **No** Creation Application **LicenseManager** Creation Date **Thu Apr 23 2020** Creation User **VRS,Legacy** #2

**Name/DOB** Salutation **Mr** First Name **CLINT ALLAN** Middle Name  Last Name **HARRISON** Suffix  Date of Birth **03/22/1980** Override Reason

**Phone/Email** #3  
At least one Phone Number is required.  
Home Phone **\*\*\*\*\*3398** Business Phone  Mobile Phone  Text (SMS) Phone   Use Mobile Phone  
 Unusable  Unusable  Unusable  Unusable  
Email **shelleyclark79@yahoo.com** Secondary Email  Fax   
 Unusable  Unusable

**Contact Preferences** Phone Contact Preference **No Preference** Phone Contact Time **No Preference**

**Physical Address** Address **\*\*\*\* Allmon Dr** Supplemental Address  ZIP/Postal **83501-6049** Country **United States** Status **Valid** [VALIDATED](#)  Unusable  
City/Town **Lewiston** State **Idaho** County **Nez Perce**

**Mailing Address**  Mailing Address same as Physical Address

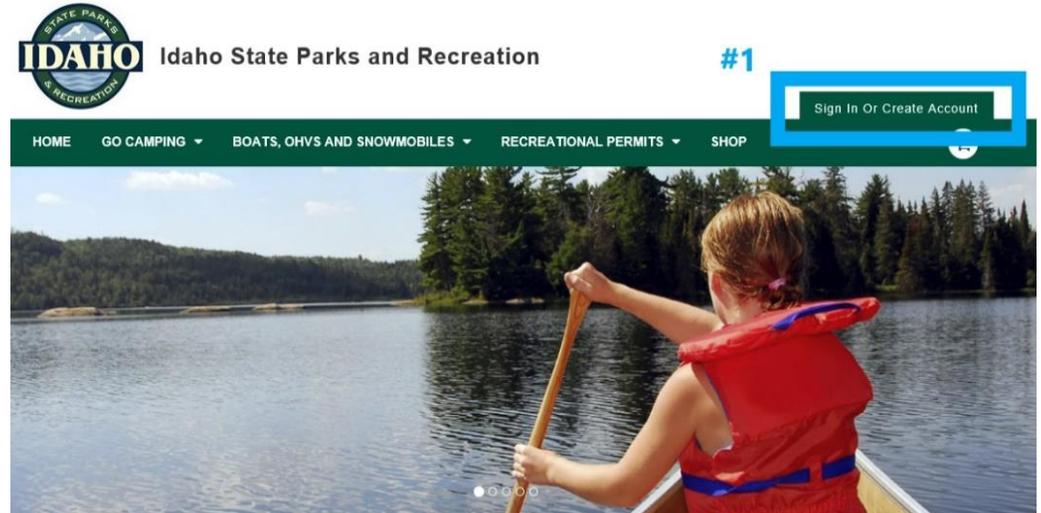
**Alternate Address** Address  Supplemental Address  ZIP/Postal  Country  Status  [VALIDATE](#)  Unusable  
City/Town  State  County

**Membership** Web Member **No** Login Name  Membership Status  Sign Up Date  Sign Up Sales Channel  Customer Discovered Site From

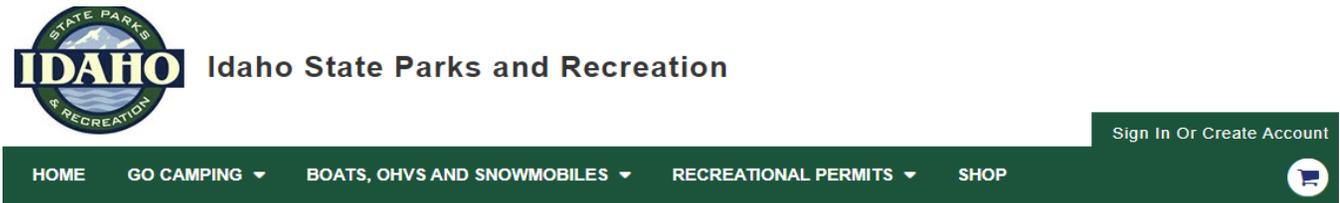
**Loyalty Programs** [PROGRAM NAME](#) [PENDING POINTS](#) [EARNED POINTS](#) [CARD NUMBER](#)

Please provide the following instructions to the customer so they can complete the setup of their Web Account.

1. #1 Go to <https://idahostateparks.reserveamerica.com/home.page>
  - a. Click Sign In near the top of the page.



2. This is the sign in page.
  - #1 Select the red **HERE** button on the left side to look up the existing customer account.



### Sign-In Instructions

#### Registration Customers:

**Please note:** We made every attempt to migrate your preexisting registration profile into our new system.

Therefore, if you have purchased an IDPR recreational registration in the last three years, start by using our search tool to locate your records (which include your vehicle information) by clicking **HERE**.

The search will attempt to locate your profile using a personal identifier. If your first search attempt fails, please retry the search with a different identifier.

If you have never purchased an IDPR registration product, permit, or camped at an Idaho State Park, please create an account.

**Please note: At the moment co-owners will not see their vehicles online.**

#### Camping Customers:

**Please note:** While we have made changes to integrate our camping and recreational registrations and permit systems, we maintained your reservation user account. The only change you should experience is the new requirement to supply your date of birth as a part of the transaction process.

Sign in below with your existing camping username (email) and password.

**Please note:** If you have purchased any recreational registration products from IDPR in the past, these products are now available on this website as well. To locate your vehicle information, please use this search function **HERE**. If you locate your registration information, but it is not tied to your existing account, please send a detailed email to [IDPRCustomerSupport@idpr.idaho.gov](mailto:IDPRCustomerSupport@idpr.idaho.gov) and we will merge the information into a single, convenient account.

## Lookup Account

- #1** Input customer number.
- #2** Input the customer date of birth.
- #3** Select **Continue**.

### Lookup your Profile

Before proceeding, we need to identify you as a customer. Please enter your identification details. If you can't remember your identification details, please contact the Call Center for assistance.

**#1** Choose an Identifier \*

**#2** Customer # \*

For verification purposes, please enter your date of birth.

**#3** Date of Birth \*

- #1** Enter an Email address and create a password.
  - #2** Select **Continue**.
- The sign in name for the account will be your email address.
- This completes the process.**

### Your Account Found

A profile has been found with the identification provided. Please confirm that this is your profile.

\* Required Field

**Account Information**

Name CLINT ALLAN HARRISON  
Customer # 003476699

**Contact Information**

Home Address XXXX Allmon Dr  
Home City Lewiston, ID  
United States  
Home Phone XXX-XXX-3398  
Please confirm your email address. This will be used to sign in and for notification purposes.  
Email Address \*

**Create a Password**

Take advantage of additional account features online by creating a password now. In the future, you can simply sign in using your email address and this new password.

**#1** Password \*  Confirm Password \*

**#2**