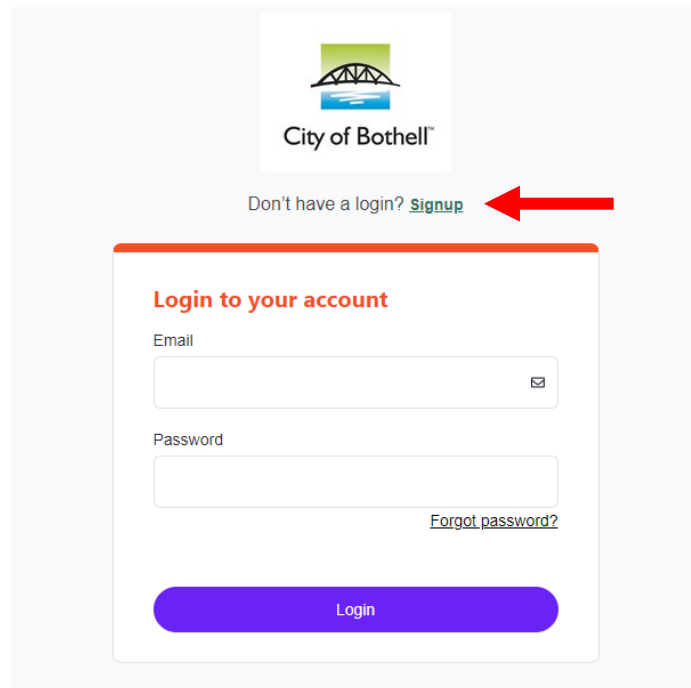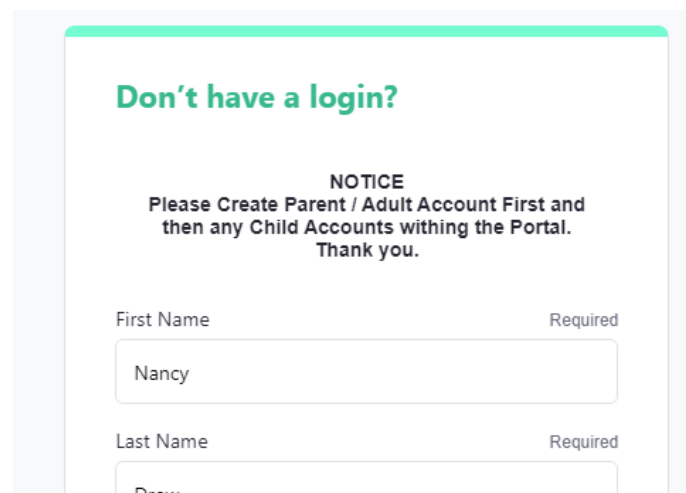# **PerfectMind:** How to Create an Account

PerfectMind is an online portal hub that is connected to our main website (bothellwa.gov) but hosts facility rental services separately. Creating an account will allow you to book facility rentals and easily pay for charges with a credit card. Below are quick and easy steps to create your account.

Step 1: Go to the Login page (https://cityofbothell.perfectmind.com/) and select "Signup" next to the words "Don't have a login?", underneath the City of Bothell logo.
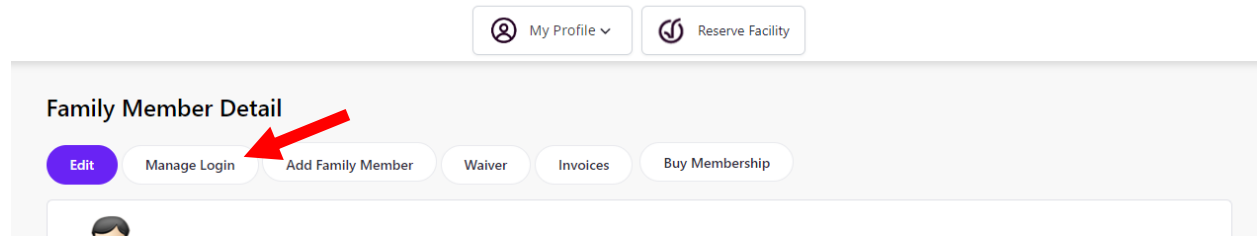

Step 2: Complete the information fields and hit the "Submit" button at the bottom of the screen.

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Step 3: You will receive an email from "City of Bothell" with a temporary password and link that you can use to create a new, permanent password. You can also select the "Manage Login" button at the top of you profile screen to change your password. You will be prompted to enter the temporary password emailed to you, and create a new one.

Step 4: Once you have successfully logged in and created a new password, you can book a facility by clicking the "Reserve Facility" button at the top of the screen.

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