

Creating Account Online

1. Log on to www.danceacademy.com
2. Click on the Registration tab.
3. Next to Online Registration available now! Click Here (This is on the top of our Home page)
4. On the right side of the page it says "Already have a password to Dance Academy USA" Enter your email address here (the email address must be the same email we have on our records. It also needs to be the primary email address. So if you have multiple email addresses, it needs to be the first one we have on file.)
5. After entering your email address click on Forgot your password? You have to click this even if you do not have a password already. This is because you are already registered here with DAU.
*Note, DO NOT click on the Register button on the left side. You are already a part of the DAU family, by clicking this button you will create a new account and may be billed twice.
6. Enter your email address and click next.
7. An email will be sent to your mailbox.
8. Check your email and click where it says Click Here.
9. This will bring to a page where you can create your password. Type it in twice in the boxes where it says Create Password and then again where it says Reenter Password. You will be directed back to the login page.
10. Type in your email address and the password that you have created.

11. Click Login

12. Welcome to your account page.

13. Page down to where you see Step #5

14. Click Next

15. Click Enroll in the recurring payment plan (this is the middle purple tab)

16. This is where you enter the account holder's first name, routing number and checking account number.

17. Click Next

* This seems like a long process but it is only for the first time you sign up. From here on out all you need to do is on the login page enter you email address and your password and you are good to go.

*Payments will be posted on the first of each month.