Gym Membership Enrollment or Edit

Overview
This feature is where you can enroll or edit a Clemente Gym Membership. This type of benefit change can be done any time of the year.

Gym Membership
1. Select the Benefits Application from Home Page
2. Select the Benefits link in the Change box
3. Select Gym Membership as the Change Reason
4. Use today’s date or a future date, you cannot back date this change. The change to your membership will take place on the first of the month following the date you use in this benefit change.
5. This type of benefit change does not require attachments to be uploaded.
6. Click on the Submit link.
7. The Up Next screen below will appear, click on Open to finish the process now or Done and the event will be saved in your inbox to work on later.
8. The following screen will appear, click on **Let’s Get Started**

9. The Gym Membership screen will appear, and you’ll see **Enroll** if you haven’t enrolled yet or **Manage** if you already have a membership, but you would like to edit it.

10. If you are enrolling for the first time, you’ll click **Select** and the **Confirm and Continue** at the bottom of the screen.
11. The coverage screen will appear, and you’ll select which coverage level you would like and then **Save**. This coverage level goes to the Clement Center and they’ll ask for your dependent’s information for their membership.

12. The Gym Membership screen will reappear and show you the cost. You’ll then click **Review and Sign**.
13. The View Summary screen will appear, and you’ll scroll down to the bottom and check the “I Agree” box and then Submit.

14. The Submitted screen will appear, and you can print a copy for your records or click Done and the process is finished.