

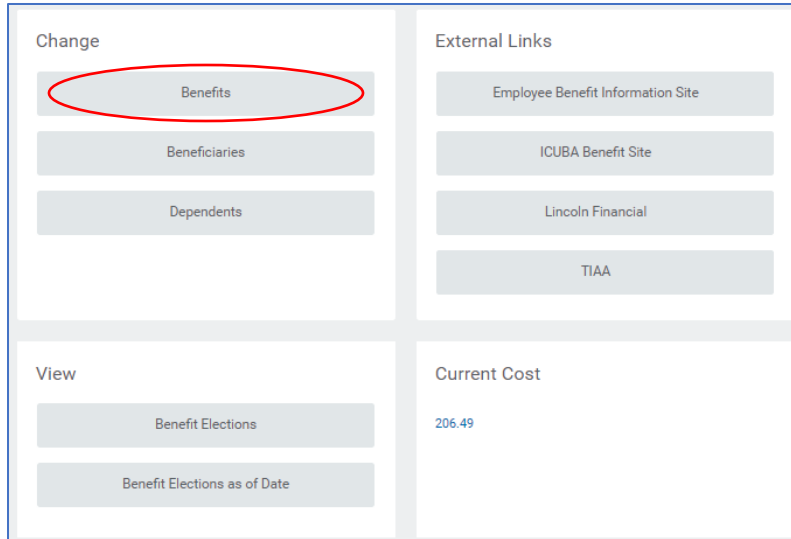
Gym Membership Enrollment or Edit

Overview

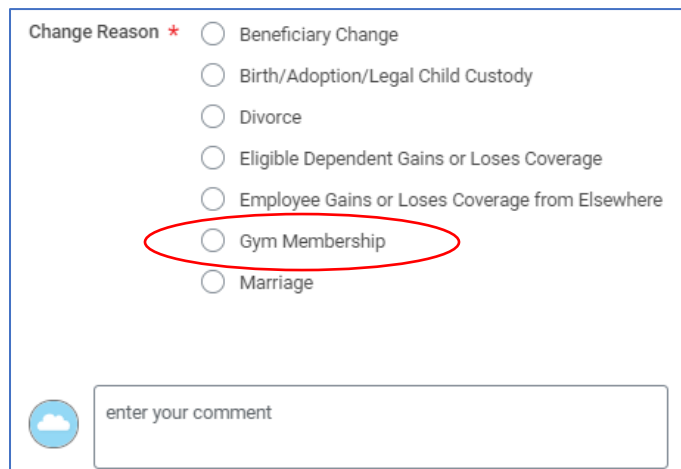
This feature is where you can enroll or edit a Clemente Gym Membership. This type of benefit change can be done any time of the year.

Gym Membership

1. Select the **Benefits** Application from Home Page
2. Select the **Benefits** link in the Change box

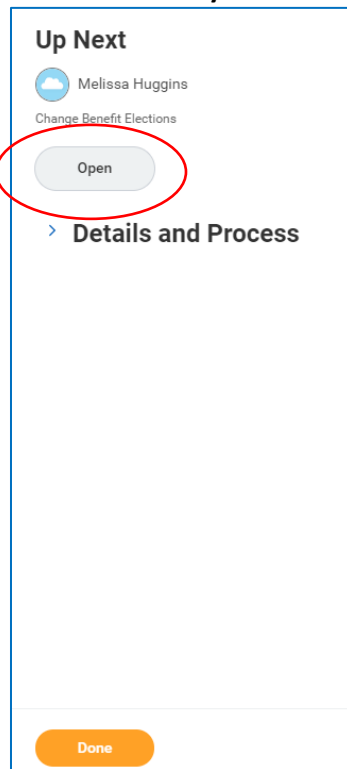


3. Select **Gym Membership** as the Change Reason
4. Use today's date or a future date, you can not back date this change. The change to your membership will take place on the first of the month following the date you use in this benefit change.
5. This type of benefit change does not require attachments to be uploaded.

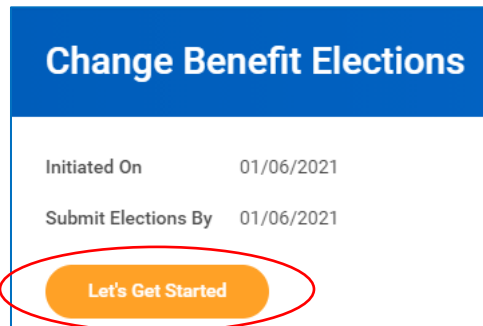


6. Click on the **Submit** link.
7. The Up Next screen below will appear, click on **Open** to finish the process now or Done and the event will be saved in your inbox to work on later.

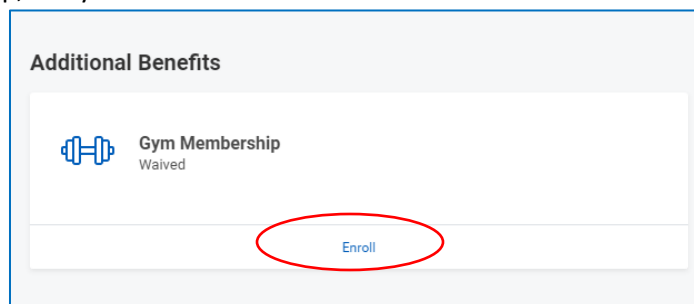
Florida Tech Workday Job Aid



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.

Plans Available
Select a plan or Waive to opt out of Gym Membership.

1 item

*Selection	Benefit Plan	You Pay (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Florida Tech Clemente Center		

Confirm and Continue Cancel

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.

Gym Membership - Florida Tech Clemente Center

Coverage
Select the coverage that you would like for this plan.

Coverage *

Plan cost per paycheck


- Employee Only
- Employee + 1
- Family

Save Cancel

12. The Gym Membership screen will reappear and show you the cost. You'll then click **Review and Sign**

Gym Membership

Additional Benefits

 **Gym Membership**
Florida Tech Clemente Center

Cost per paycheck	\$22.12
Coverage	Family

[Manage](#)

[Review and Sign](#) [Save for Later](#)

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.