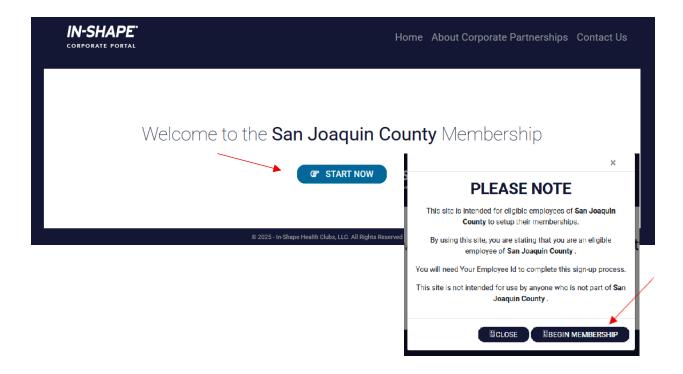
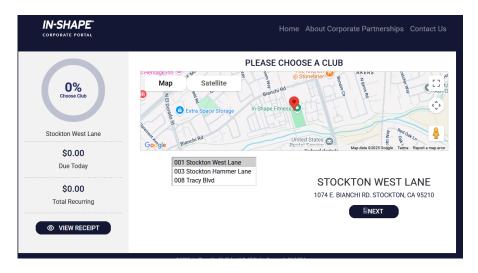


Instructions: To sign up for IN-SHAPE Corporate Discount- Payroll Deduction

- Open the portal link: https://corporateportal.inshapeclubs.com/Join/index?rp=RP200000
- 2. Click Start Now
- 3. Click Begin Membership (Note: You will need to know your employee Id number)

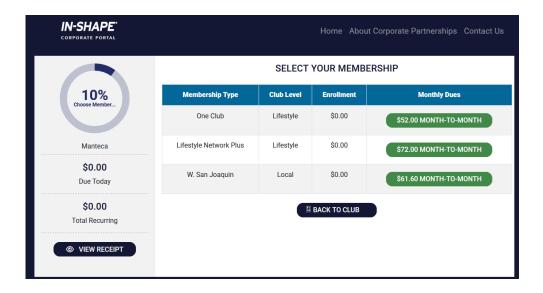


4. Choose a club that you would like to set as your home club

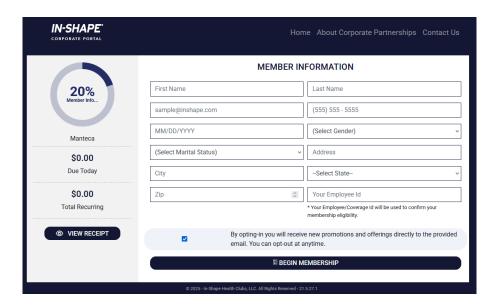




5. Membership Selection- Please choose the membership type. To see what each membership type consists of please look on https://www.inshape.com/membership

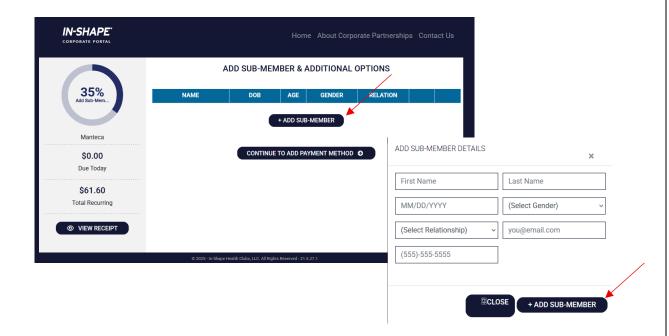


- 6. Member Information Page- Enter in your information including your employee ID number
 - a. Click "Begin Membership"

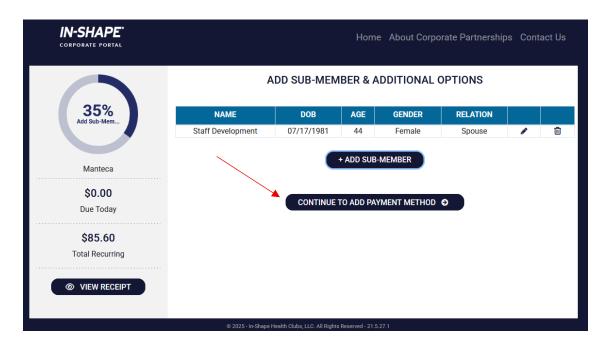




- 7. If you have people to add on to your account:
 - a. Click "+ ADD Sub-Member"
 - b. Enter Sub-Member Details
 - c. Click "ADD SUB-MEMBER"

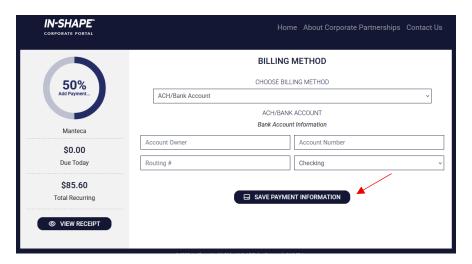


d. Once all sub-members are entered: Click "Continue to Add Payment Method"

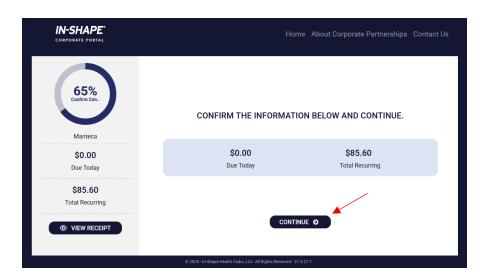




- 8. Billing method- All In-Shape members must have a payment method on file—even if you're using payroll deduction. Your monthly dues will still come out of your paycheck, but any extras (like upgrades or retail purchases) will be charged to your card, not the County.
 - a. Click: "Save Payment Information"

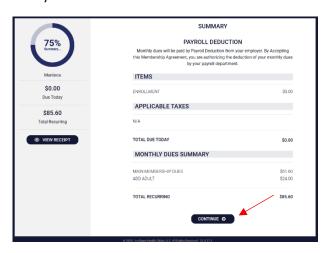


- 9. Confirmation of membership prior to final summary page
 - a. Click: "Continue"

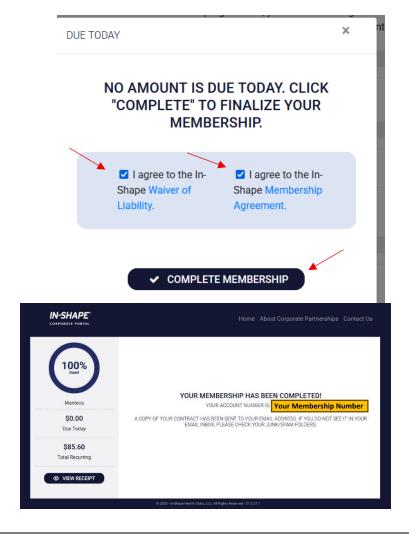




b. Verify Summary is correct and Click: "Continue"



- c. Click boxes to agree with terms
- d. Click "Complete Membership"





10. Once you submit your membership form you will receive and email from: memberservices@inshapeclubs.com with the Payroll Deduction Form

