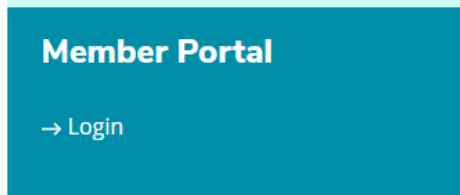




# Step 1: How to Sign up for the Portal

1. Go to  
[hfsc.org/community/aquatic-and-fitness-center](https://hfsc.org/community/aquatic-and-fitness-center)

2. Select Member Portal



3. Select Register Now (on the right)

Have a membership at this location, but not an online account?



4. Input your email address:

E-mail address on your membership

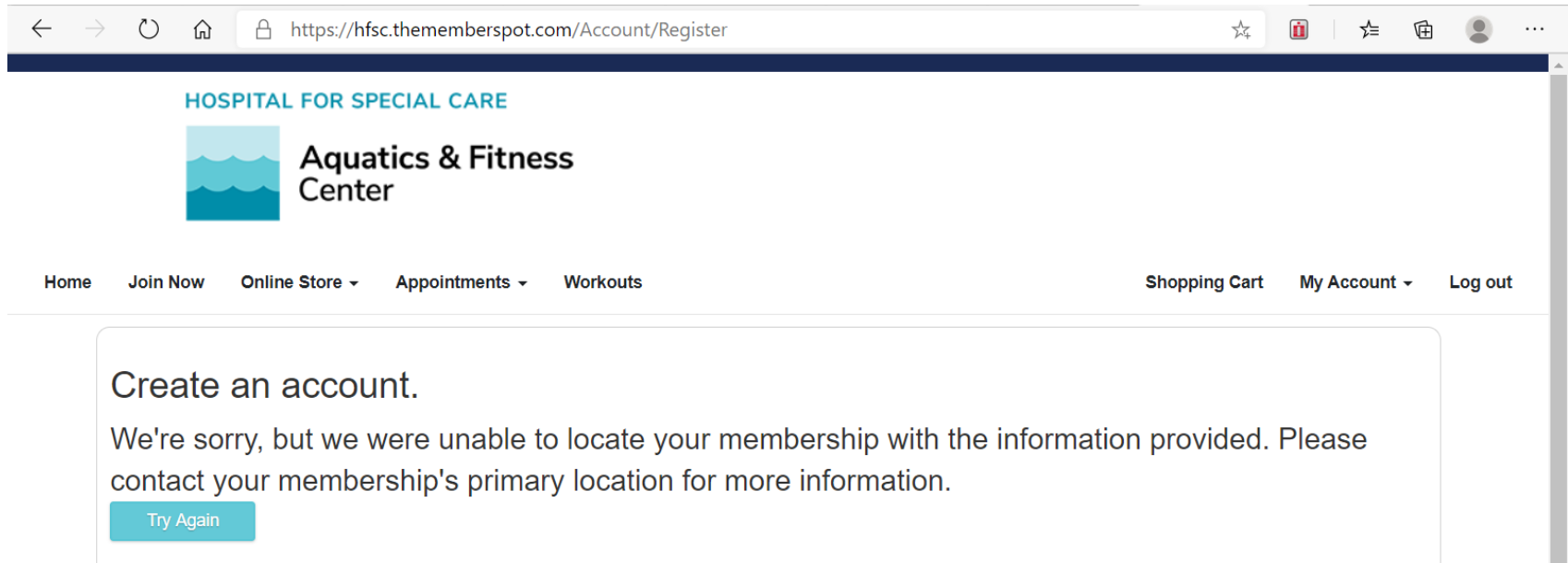
5. **You'll be emailed a code**, and then prompted to enter it on the following screen.

Continue to next slide.



Hospital for  
Special Care

# If you get an error message after submitting your email ...



If we do not have an email address for you on file, you will see the screen above.

**Please send the email you would like linked to your account to [rseier@hfsc.org](mailto:rseier@hfsc.org) or [cyeager@hfsc.org](mailto:cyeager@hfsc.org)**



# Step 2: Create a membership account

## 1. Once you have a the confirmation code, enter it in the screen

### Create an account.

Please enter the fields as prompted to create an online account for your membership.

We've just sent you an email with a confirmation code. Please check your email now and enter the code provided.

The code provided is only good for your current session. Please check your spam filter if you do not receive the email.

#### Confirmation Code

Next

## 2. Create a username and password

### Create an account.

Please enter the fields as prompted to create an online account for your membership.

#### User Name

(must be between 6 and 30 characters)

#### Password

#### Confirm Password

Create Account

Your password must match the following requirements:

- ✗ Must be at least 8 characters
- ✗ Must contain at least one upper-case letter
- ✗ Must contain at least one lower-case letter
- ✗ Must contain at least one number
- ✗ Cannot contain the word "password"

#### TIP!

**Use your email address as a username and write down your password.**

You'll need it every time you log in.