



New Member Agreement

125 Live
125 Elton Hills Drive NW
Rochester.MN.55901
507-287-1404.
125livemn.org

OFFICE USE ONLY

Completed & Signed Forms

- Check if Name is already in Rec 1
- If previous member, attach canceled paperwork (from canceled files)
- Photo Taken
- Badge and Lanyard given
- Give New Member welcome flyer
- Copy of Insurance card and Insurance Portal Document

If Applicable

- EFT Agreement
- Donation form
- Check if other discounted/Specialty Memberships- Such as Military discount & Corporate partnerships

Rec 1 Input

- Name
- DOB ○ Gender
- Emgcy Cont. & Phone
- **Fitness ID #** if they have insurance
- # Phone ○ # Address
- Email Pref- 3 communication types
- Primary Email

- **Catalog-** payment or insurance

- **Profile-** Add assoc. *flag* to Members profile (Fit & Soc or ins. Etc)

Ins. Portal Enrollment –

- *Tivity-* **Silver Sneakers or Prime-Fitness your way**
- *Ash Link-* **Silver Fit/Active Fit**
- *Partner Optum Fitness & Healthy Cont.* **Renew Active/One Pass**

- *Healthy Contributions-*

**Ucare,
HealthPartners,
Medica,
Preferred One**

These insurances also need an additional form filled out – HC-Member & Program Information

Constant Contact-

- Add email

Other

- Put completed file in locked, New Memberships drawer
- Tally the New Member on the folder

EMPLOYEE SIGNATURE

DATE