

DATE: _____

Ashlink Fitness ID:

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Program Type

Active&Fit (A&F) Silver&Fit (S&F)

Annual Member Fee: No Yes: Amount Paid \$ _____ Effective Date: _____

Health Plan Provider: _____

First: _____ Preferred: _____ Middle Initial: _____
(Nickname)

Last Name: _____

Street: _____ City, State Zip: _____
(include Apt #s)

Primary

Phone: _____ Mobile: _____ Work: _____

Birthdate:

Month	Day	Year					

Gender: Male Female

Individual E-MAIL: _____

(Required for system entry)

STOP Below is to be completed by Foothills Staff... CommunityPass Family ID _____

Front Desk Staff: Follow this enrollment Procedures/Checklist Staff Name: _____

Verification Processes

- Verify Silver&Fit® eligibility - Ashlink Member Management, Member Eligibility Search, view member benefits, print the Eligibility Display from Ashlink Silver&Fit portal for file, click add to member list; fill out beginning of this form through Health Plan Provider from the eligibility display
- Verify Renewal Form contact info is legible, verify all with patron –make sure name matches eligibility display printed & CommunityPass. If they have 'noemail...' for e-mail please ask if they have e-mail; we need e-mail unless they don't have one at all for receipts, etc.

CommunityPass (CP) Procedures: Look up patron by individual last name, etc. to avoid creating duplicate.

- Is Already in CP:** Select individual-verify name, edit Discount Level to SilverSneakers, verify birthdate, gender, e-mail
- Sell patron S&F Membership:** Choose Cards, select Silver&Fit, check participant name, enter date, continue, checkout, enter Fitness ID#, select program type of Silver&Fit or Active&Fit ONLY! (if patron asks about *Exercise Rewards Network*, refer them to Ann Schul), continue, click on program, add charge, select price for charge type, enter member fee amount, save, close, process payment for membership fee, create ID, take photo, save photo, done, scan ID card, close; edit individual: Select Discount Level SilverSneakers, add gender & Save.
- Go back into Front Desk, scan ID card, check patron into appropriate program (gym, drop in class etc.)

MOD File Review Checklist Staff Member: _____

- Verify CommunityPass contact info renewal form matches ASHlink ID, no typos in CommunityPass account
- CommunityPass – Silver&Fit Membership active, verify Ashlink Fitness ID & program type accuracy
- Discount Level Updated to SilverSneakers®