

## Fitness Passport Sign-Up Instructions

[Sign up here](#)

### You will need the following to sign up:

- Work email address: **You must use your community legal centre email**
- Your bank details for direct debit

### Steps to sign up

1. Click the link - [Sign up here](#)
2. Click the 'Sign up' button on the webpage
3. Complete the short form with your name, work email, mobile, and choose a password. **REMEMBER: You MUST use your work/CLC email address to join Fitness Passport.**
4. You will receive an email and an SMS with verification numbers. Enter these numbers as instructed and you will be directed to the Membership Registration Form.
5. Complete the Membership Registration Form. The form is in 4 sections, please **note the instructions for Section 1** highlighted below:
  - **Section 1** - Employer Details: There are two fields in this section that require specific information to be entered to successfully complete your registration:
    - **Employee/Payroll No:** In this field, please **enter the name of the centre you work in.** e.g., Redfern Legal Centre, Financial Rights Legal Centre
    - **Employer:** In this field, **please enter 'Community Legal Centres – NSW'.**
  - **Section 2** - Personal Details: Includes a request for photos, but you can also upload these later.
  - **Section 3** - Select Package: Choose your package and select your primary facility.
  - **Section 4** - Payment details: Notes your weekly payment amount and asks for your bank details.