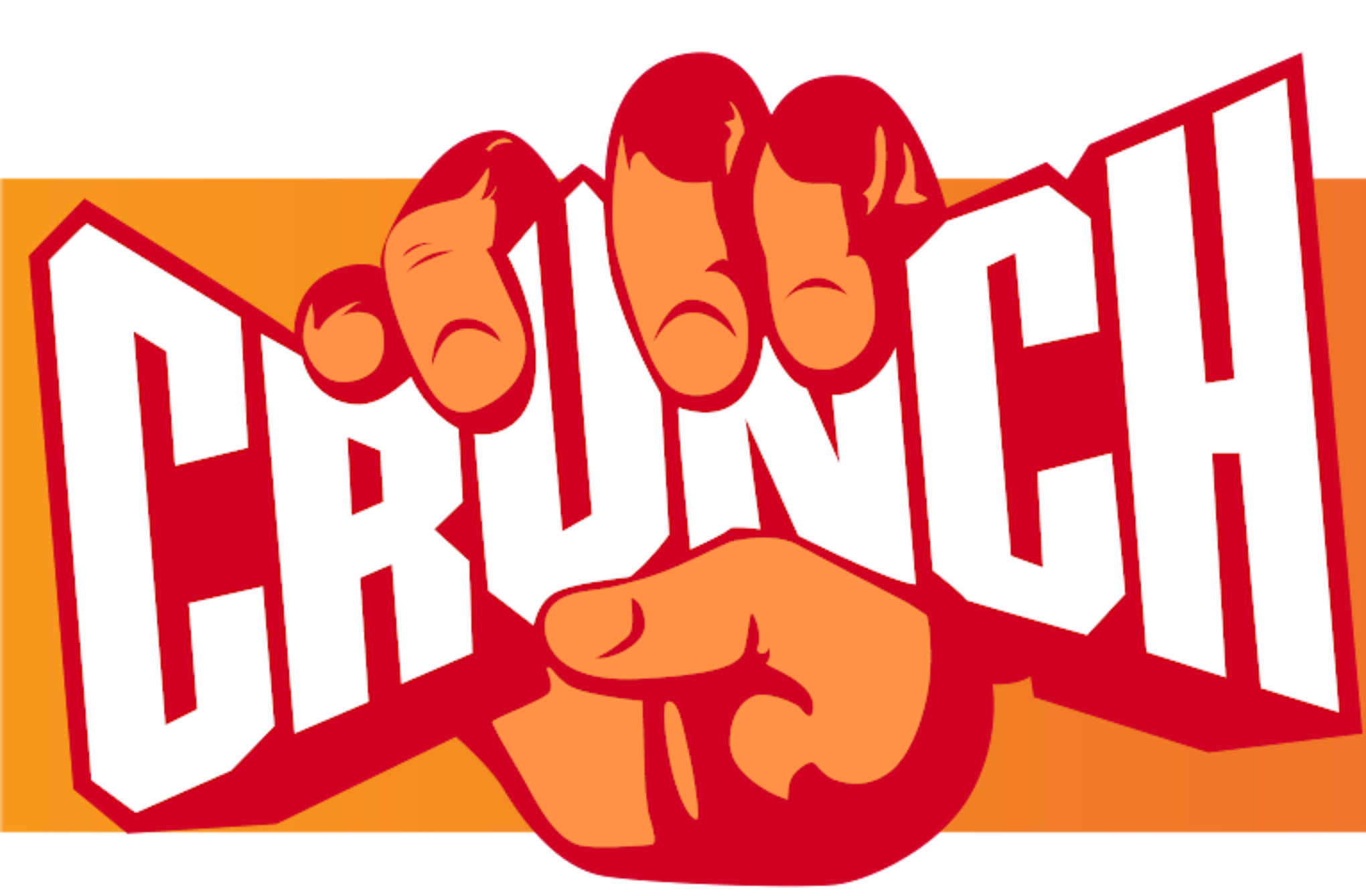




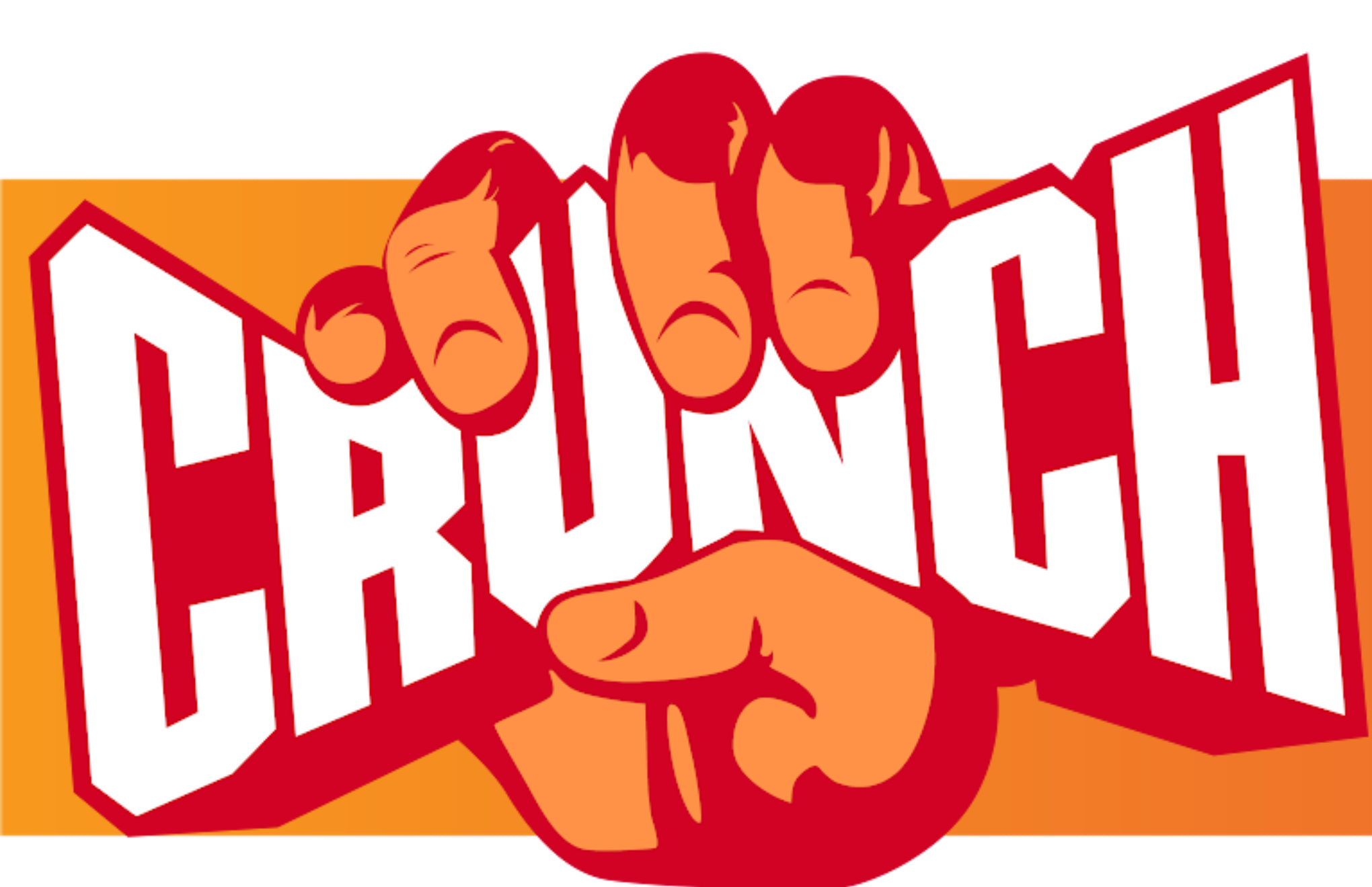
CORPORATE WELLNESS EMPLOYEE PAID St. Louis Public Schools SOP

OFFER: Employees will join Peak Results Membership for FREE for the rest of the month.

- Employee will pay \$29.99/mo. for Peak Results Plan.
- Annual Maintenance Fee is waived
- \$0 Due at Sign Up
- Payments process on the 1st of each month
- Must collect ACH/CC information at POS for monthly payments

Employee ID Badge Example:



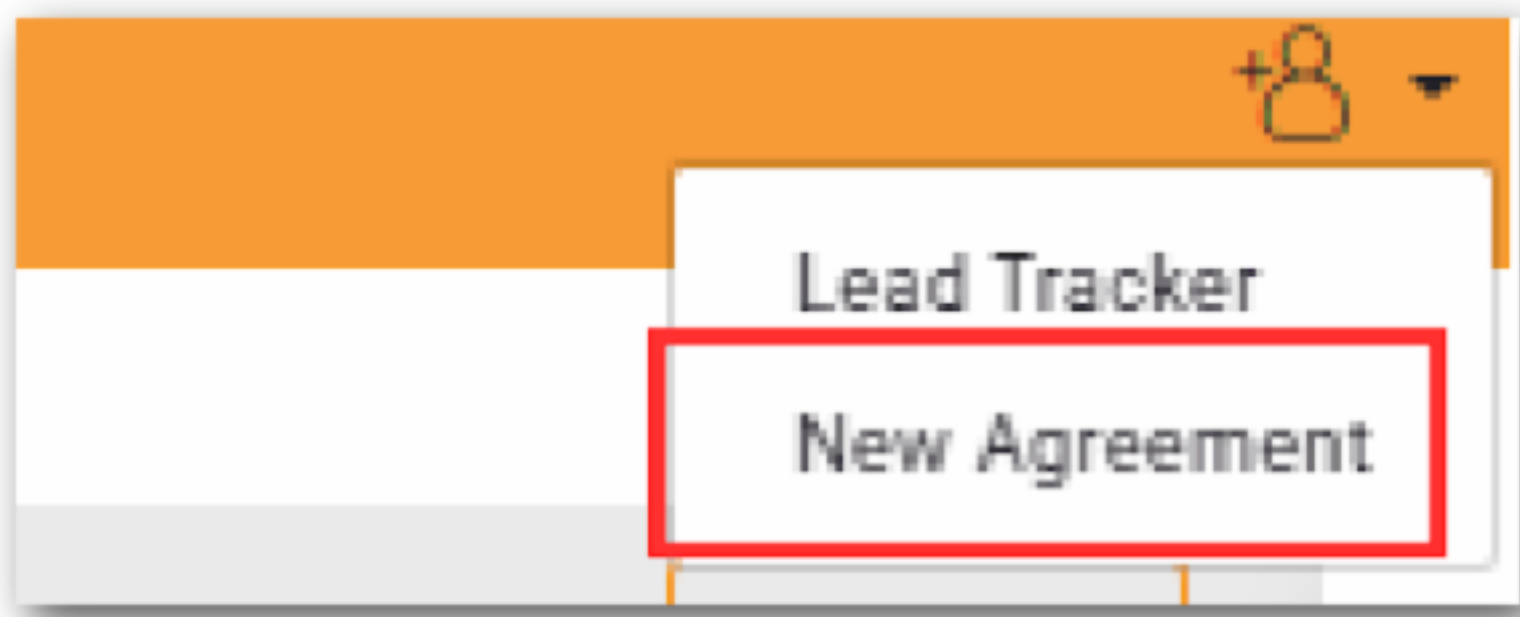


CORPORATE WELLNESS EMPLOYEE PAID St. Louis Public Schools SOP

***Current members will need to have their memberships re-wrote to receive the Corporate Wellness plan.

HOW:

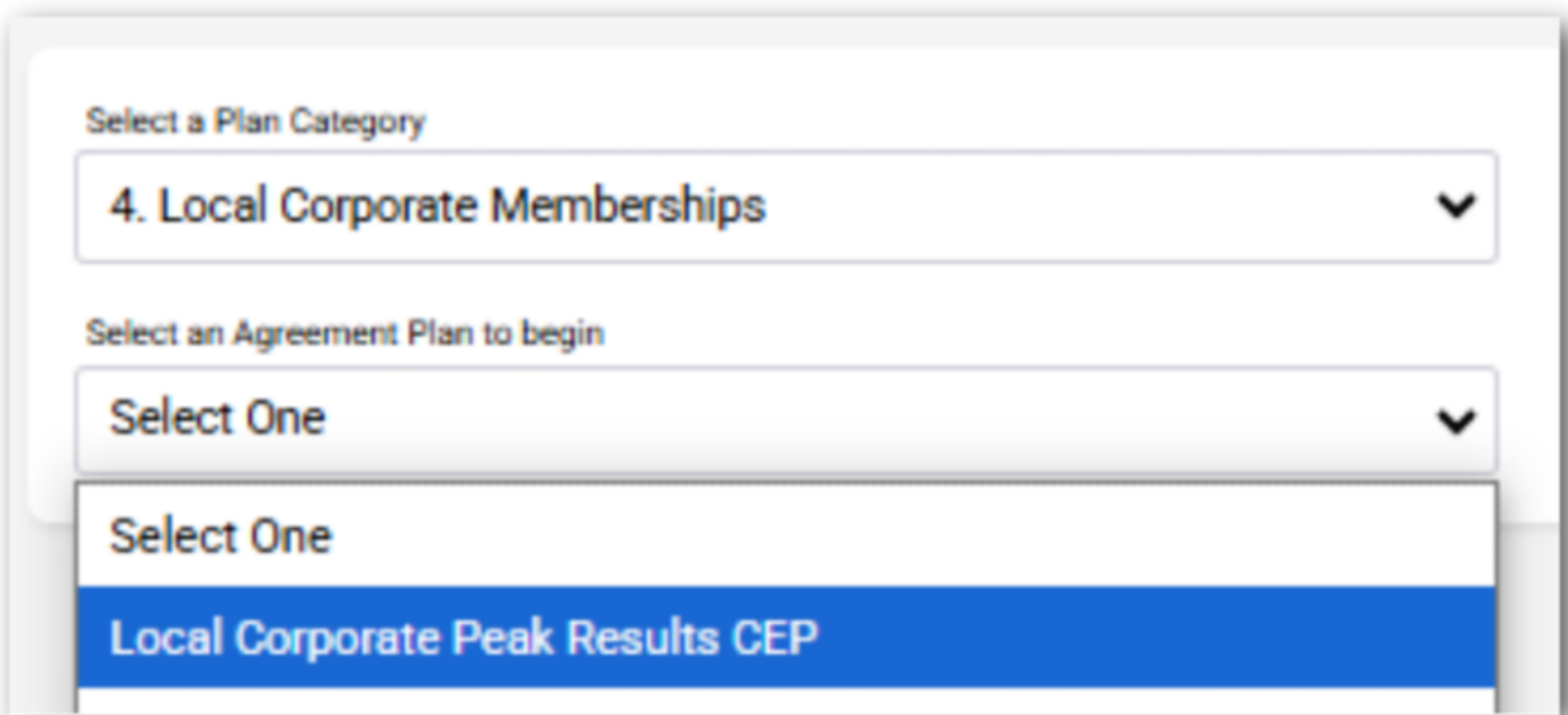
1. Select <New Agreement>



2. Select <Local Corporate Memberships>

3. From the Electronic Agreement Entry, select the plan category of the Local Corporate Memberships.

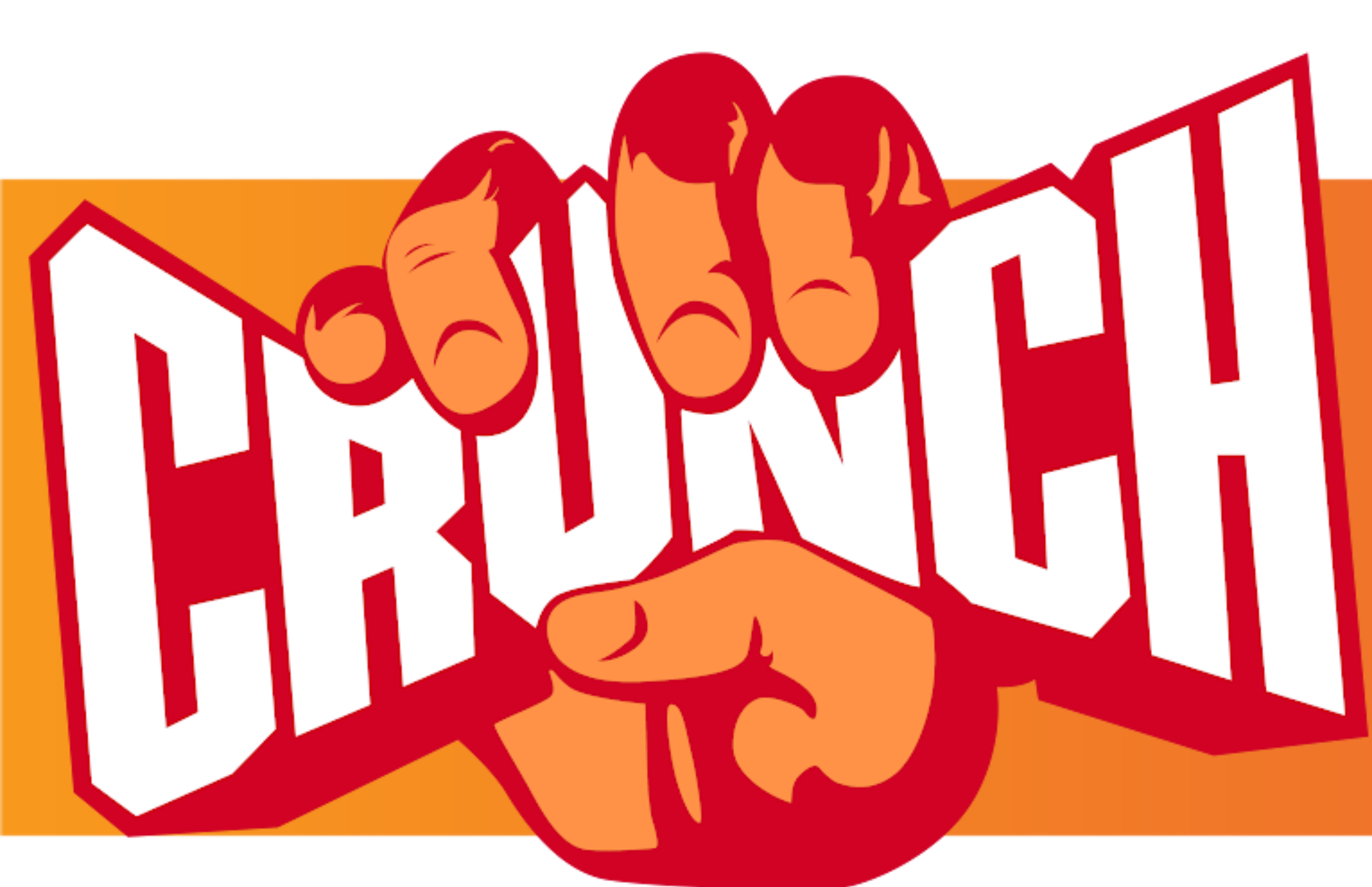
4. Select <Local Corporate Peak Results CEP>



5. Complete the personal section as normal. Please confirm the name on their ID matches the proof of employment.

6. Complete the Payment Amount section like below; remember that the first month dues should be set to \$0 for Corporate Wellness Members

Payment Amounts	
NAME	AMOUNT
Enrollment Fee	0.00
First Month Dues	29.99 0.00
Prorated Annual Fee	0.00
Additional Item	0.00
Pre-Pay Amount	0.00
Subtotal	29.99
Tax	2.47



CORPORATE WELLNESS EMPLOYEE PAID St. Louis Public Schools SOP

7. On the Agreement tab, confirm or validate this section as you normally would. Validate the Begin Date, Invoice Amount, and Date are what you are expecting. You may also select the \$2.00 processing fee for CC transactions.

The screenshot shows the 'Agreement' tab in a software interface. On the left is a sidebar with navigation options: Plan, Personal, Children, Payment Amounts, Agreement (selected), Billing Info, Agreement User Defined Fields, Member User Defined Fields, and Miscellaneous. The main content area is divided into several sections:

- Membership:** Includes fields for Agreement Number* (20068), Barcode* (2006828177), Agreement Type (New: Open), Managed Type (ABC Managed), Membership Type (Peak Results Corp), and Billing Frequency (Monthly).
- Sales Information:** Includes fields for Sales Person, Referred By, and a Campaign dropdown menu (set to None).
- Dates:** Includes fields for Member Since (02/06/2025), Sign Date (02/06/2025), Begin Date* (02/06/2025), and Cancel By Date (02/09/2025).
- Table:** A table with columns: SELECT, NAME, FIRST DUE DATE, NUMBER OF PAYMENTS, AUTO RENEW TO OPEN, PAYMENT AMOUNT, and SCHEDULE TYPE. It contains two rows:
 - DUES:** FIRST DUE DATE 03/06/2025, NUMBER OF PAYMENTS Open, PAYMENT AMOUNT 32.46, SCHEDULE TYPE Primary.
 - PROCESSING FEE:** (checked checkbox), FIRST DUE DATE 03/06/2025, AUTO RENEW TO OPEN Recurr, PAYMENT AMOUNT 2.00, SCHEDULE TYPE Add-on.

8. On the Fees tab, validate this section as you normally would. Remember, the UDT local corporate plans have a set annual fee of \$0.00.

9. Complete the billing info tab with the Member's billing information as you would a standard membership.

10. On the Member User Defined Fields tab, you will need to select the company that the Member is associated to under <Corporate Company>

The screenshot shows the 'Billing Info' tab in a software interface. On the left is a sidebar with navigation options: Billing Info (selected), Agreement User Defined Fields, Member User Defined Fields, and Miscellaneous. The main content area includes:

- Silver and Fit:** A text input field.
- MB Dues for Statement Mbrs:** A text input field with the value 0.00.
- MB Past Dues:** A text input field with the value 0.00.
- Silver Sneaker 16 Digit Health Number:** A text input field.
- Corporate Company *:** A dropdown menu with a list of companies. The list includes: LOL CP CTEC, Local CEP Byron Corp, Local CEP CBL Properties, Local CEP Cenikor, Local CEP Central Texas VA, Local CEP Chapel Hill ISD, Local CEP Chinoworth & Cohen Realtors, Local CEP City of Beaumont (highlighted), Local CEP City of Broken Arrow, Local CEP City of Cedar Hill, Local CEP City of Desoto, Local CEP City of League City, Local CEP City of Leander, Local CEP City of Longview, Local CEP City of NB, Local CEP City of San Marcos, Local CEP City of Waco, Local CEP Cleo Bay Honda, Local CEP CSL Plasma, Local CEP DCN, and Local CEP Deer Creek Schools District.

11. After all fields are completed. Please proceed to sign the agreement, just like a standard membership, and then approve.