

1. Go to gympayment.com
2. This screen will then pop up and you will click on "Not registered? Sign Up"

MEMBERPORTAL

SIGN IN

Login to access your account.

[Forgot your password?](#)

Login

Not registered? Sign up

[Need Help?](#)

- This screen will then pop up and you will click on the "Question Mark Button" that I have highlighted in the picture

MEMBERPORTAL

SIGN UP

Already a Member? [Sign In](#)

 

 I have read and agree to the [Conditions of Use](#).

[Need Help?](#)

- Then, this screen will pop up and you'll need to **fill in at least 3** of those fields. They do have to be exactly what was inserted on their contract to match and create a registration key for them. The ones I have highlighted usually work best, but instead of barcode you could try membership number. After you have those filled out, click on Search.

MEMBERPORTAL

GENERATE REGISTRATION KEY<

Fill in **at least 3** of the following fields to continue.

[Need more options? Click here.](#)

Search

5. You will be taken to this screen and you can now see that a Registration Key has been generated! YAY! They will then fill out their Username, Password, Confirm Password, Email, check the box for “I have read and agree to the conditions of use” and then click on Create User

MEMBERPORTAL

SIGN UP

Already a Member? [Sign In](#)

Registration Key has been generated.

🔑 42CD0C49A8 ?

👤 Username

🔒 Password

🔒 Confirm Password

✉ Email

I have read and agree to the [Conditions of Use.](#)

Create User

[Need Help?](#)

6. After you click on Create User it will take them back to this first screen and they can now input their new Username and Password, click on Login and it will take them to the portal with all the different features they can access.

MEMBERPORTAL

SIGN IN

Login to access your account.

[Forgot your password?](#)

Login

Not registered? [Sign up](#)

[Need Help?](#)