



PSP Recreation for Martial Arts program membership registration

UNIVERUS REC NEW CLIENT ACCOUNT
AND MEMBERSHIP PURCHASE GUIDE



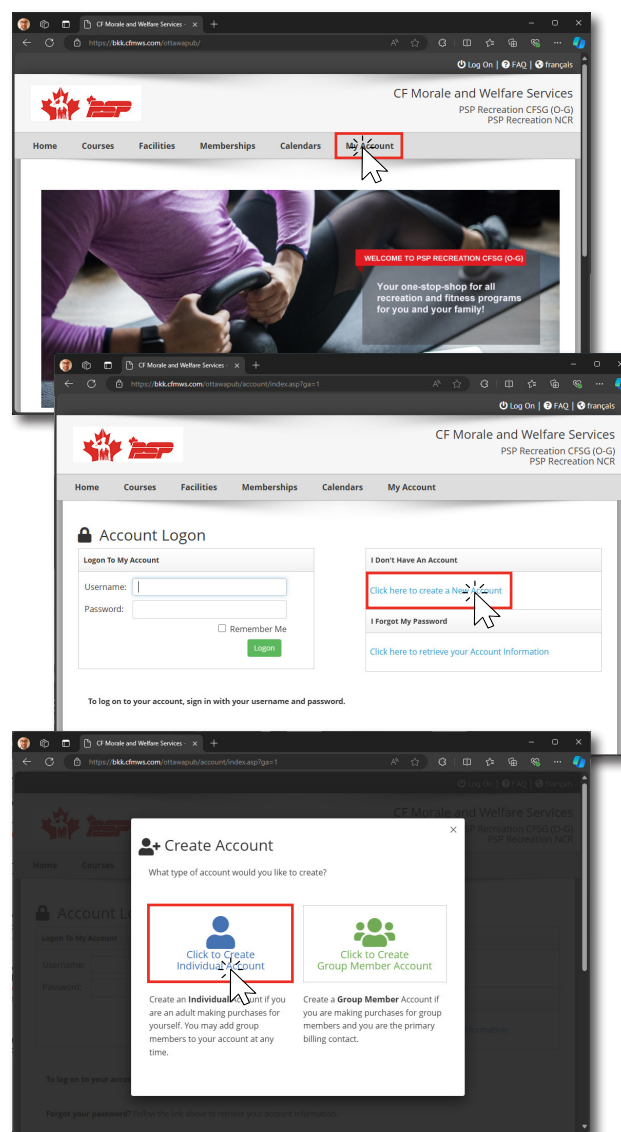
Steps to Create a New Client Account:

1. Access the Univerus Rec: Ottawa Webpage:
 - Begin by visiting bkk.cfmws.com/ottawapub/index.asp
2. Select **"My Account"**:
 - At the top of the page, locate and select the **"My Account"** option on the menu ribbon.
3. Click **"Create a New Account"**:
 - Under the section labeled **"I do not have An Account"**, click the **"Click here to create a New Account"** link.
4. Choose **"Create Individual Account"**:
 - To proceed, select **"click to Create Individual Account"** to set up your new personal account.
5. Complete the Registration Form:
 - Fill out all required fields on the registration form. Fields marked in red are mandatory.
 - **Important:** In the Organization field, select the appropriate organization from the drop-down menu.

Regular Member	Ordinary Member	Associate Member
CAF member and Family FF and Family Veteran and Family	Defense Staff and Family Pensioner and Family	Civilian

6. Account Activation:
 - After completing the registration, an **activation email** will be sent. Follow the link in the email to activate your account before registering for a membership plan.

This guide provides step-by-step instructions for creating a new client account on Univerus Rec.



Once your account has been created, submit it to complete your registration. You will then have access to Univerus Rec where you can manage and access the services offered.



Below are the instructions for the purchase of a PSP Plan in Univerus Rec.

Steps to Purchase a Membership:

1. Login to your Account:
 - Select **"My Account"** from the top menu ribbon.
 - Enter your login credentials to access your account.
 - If you do not have an account, please refer to **"Univerus Rec New Client Account"** guide to set one up.
2. Go to **"Memberships Catalog"**:
 - After logging in, click **"Memberships"** in the top menu ribbon.
3. Choose Martial Art under the **"Martial Arts"** category:
 - There is an option of **"Aikido"**, **"Taekwondo"**, **"Karate/Jiu-Jitsu"** and **"Judo"**.
 - Alternatively, you can select **"Filters"** and type Martial Art's name in the search bar to quickly locate available membership options.
4. Select the Appropriate Martial Program and Review Details:
 - From the right panel, choose the membership that best suits your needs.
 - To view membership details, click **"See Details"**, and to proceed with the purchase, select the **"Purchase"** button.



Completing these steps will activate your membership and give you access to the benefits and services available through Univerus Rec.



If you have any questions
or for assistance, please contact our
PSP Ottawa-Gatineau Recreation team
at **(613) 998-8216**

or **NCRRecreation.LoisirsRCN@cfmws.com**