

# **PSP Plan** for public service employees at DND in the NCR

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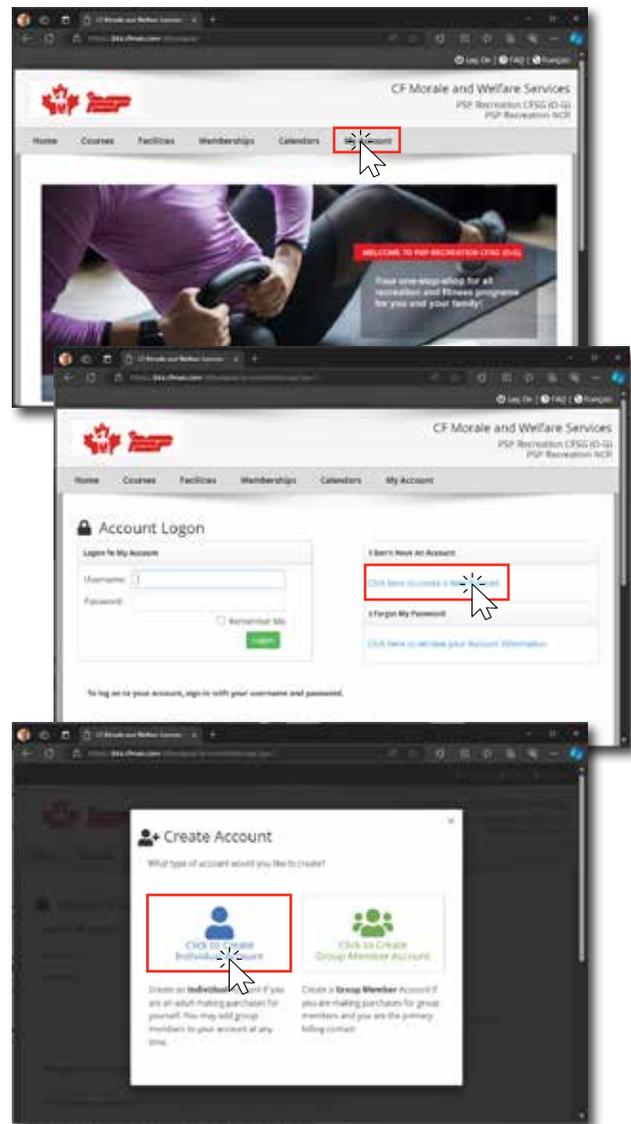
BOOK KING NEW CLIENT ACCOUNT  
AND MEMBERSHIP PURCHASE GUIDE



This guide provides step-by-step instructions for creating a new client account on Book King.

### Steps to Create a New Client Account:

1. Access the Univerus Rec: Ottawa Webpage:
  - Begin by visiting [bkk.cf mws.com/ottawapub/index.asp](http://bkk.cf mws.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 **DEF - DND Public Service Employee** from the drop-down menu.
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.



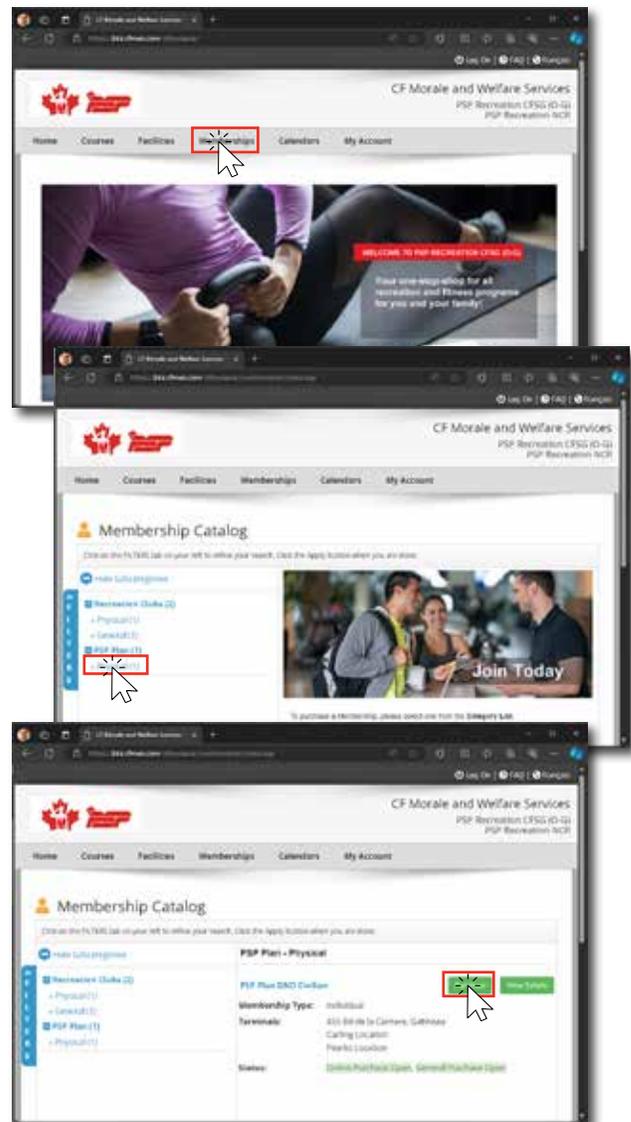
Once your account has been created, submit it to complete your registration. You will then have access to Book King where you can manage and access the services offered.



Below are the instructions for the purchase of a PSP Plan in Book King.

### 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 **“Book King 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 **“Physical”** under the **“PSP Plan”** category:
  - In the PSP Plan membership subcategory, select **“Physical”**.
  - Alternatively, you can select **“Filters”** and type **“PSP Plan”** in the search bar to quickly locate available membership options.
4. Select the Appropriate PSP Plan and Review Details:
  - From the right panel, choose the PSP Plan 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 Book King.