

## Group Fitness Online Payment Instructions via Rec/IM Portal

- Access the Rec/IM portal at <https://recimservices.emich.edu/> or through the Rec/IM website on the Memberships page. At the end of the paragraph under Benefits, click "Rec/IM Member Portal".
- Click "Log In" located in the upper right hand corner of the EMU Rec/IM Center Online Portal home page.
- Click the green "NetID" box under "Login Options". You will be redirected to an EMU Log-in page. If you do not have a "NETID" (EMU login credentials) click "Sign Up" and you will be asked to create an account. Once you activate your account you will be able to sign in under "Local".
- Log-in using your Emich credentials. After logging in, you will be redirected back to the EMU Rec/IM Center Online Portal home page.
- Scroll down the page of the portal and click on "Fitness Programs/Classes".
- Please select the class offering you are interested in.
- A box labeled program offerings will appear with the option you have selected. Click on the green register box located in the right corner of this box.
- You will be directed to a waiver. Read through this waiver and accept to agree to the outlined conditions.
- Your cart will appear with the Programs(s) that you selected to purchase. Review your cart for accuracy.
- Select "checkout" in the lower right corner of your screen.
- Enter your credit card information and select "continue".
- A receipt will be sent to your email following the purchase.
- If you have any questions please contact Eric Antolak at [ellantolak@emich.edu](mailto:ellantolak@emich.edu).