



## How to Activate Pending Waiver Status Membership

Anyone who is registered by someone else must sign waivers to get their memberships activated. Once the registration process is completed the member will receive an email titled “**Sign Your Waivers to Activate Your Membership**”.

Therefore before the account can become active you must follow the following steps:

1. Login Member Portal with your registration email address and password as follows:
2. For email addresses that are not yet registered on ACTIVE.com:
  - Simply click Forgot your password to create a new password
  - You will receive an email to about your password on ACTIVE.com
  - Log in to the **Member Portal** with email address and password provided at: <https://memberportal.active.com>
  - **Note:** Remember to use the same email address the membership confirmation email was sent to
3. If an ACTIVE.com account is already created under your email, log in to the **Member Portal** with your account email and password at: <https://memberportal.active.com>
4. Click **Sign Waivers** under **ACTIONS**
5. Sign waivers by typing your first and last names

**Note:** Once waivers are signed, membership status will be changed from "Pending waiver" to "Active"

MEMBERSHIPS			
INDIVIDUAL MEMBERSHIPS			
NAME	MEMBERSHIP TIERS	STATUS	ACTIONS
name: [REDACTED] (Over 18 Years Old)	Organization: [REDACTED] Program: [REDACTED] Package: [REDACTED] Package option: [REDACTED]  Membership number: [REDACTED] Started: <b>January 25, 2017</b>	<b>Pending waiver</b> Auto-Renewal - ON Next renewal date: January 1, 2018	<a href="#">View Order History</a> <a href="#">Sign Waivers</a> <a href="#">Cancel Auto-Renew</a> <a href="#">Update Form Question</a>