## **Health & Fitness**

## **Freezing Memberships**

Freezes are now processed via your customer portal.

## Freeze reminders:

- You can freeze up to 3 months per contract each calendar year
- If you need to freeze your membership for medical reasons, please contact gym reception

## Steps for freezing a membership:

- 1. Login to your customer portal via the Perth HPC website: www.perthhpc.com.au
- 2. Click "Account" and "Contract Details & Freezes"



3. Select the contract you wish to be frozen.







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5. On the pop-up screen click "Upfront/DD Suspension" and then click "Next'.

Freeze options		$\otimes$
Choose a freeze option, that is suitabl	e for you.	
Suspension one time payment - <b>\$10.00</b>		
€ Back	Next	€

6. Edit "freeze start date" to the date to be frozen, "freeze end date" and edit your reason for freeze and click "Confirm"

Note: If your reason is medical, please contact gym reception.

Freeze start date* 29/06/2022			€	
Freeze end date* 06/07/2022			∢	
<sub>Reason*</sub> Holiday			٩	
Estimated cost for this freeze <b>\$0.00</b>				
e	Back	Confirm		

- 7. Check your memberships has been frozen by clicking "My Bookings".
- If you need to edit or remove a freeze, at step click "More Options" and then click "Edit" next to the frozen membership that needs to be edited or removed