



# ShipShape MBO Enrollment

STEP 1: Agree to the ShipShape Contractor Agreement.

The screenshot shows the ShipShape MBO Enrollment page. At the top left is the ShipShape logo. On the right, there are fields for Vanguard Email and Password, a Log In button, and links for Create account, I Need password?, and Remember me. Below the navigation bar, there are tabs for MY INFO and MEMBERSHIP & ONLINE STORE. Under MEMBERSHIP & ONLINE STORE, there are links for Products, Contracts, and Shopping Cart (0 items). The main content area is titled "Contracts" and features a dropdown menu for "Which Contract or Package would you like?" set to "ShipShape Contractor Membership". A red box highlights a warning: "Contractor members will be charged \$15 per month via credit card (VISA, Mastercard, Discover, or American Express). Recurring monthly dues will be charged per the billing information provided at account set-up. Please log into your member profile should you need to update your billing information at any time. ShipShape memberships are month-to-month and all cancellations will need to be made in writing with 30-days notice with the onsite ShipShape staff." Below this, the price is listed as "ShipShape Contractor Membership Total \$15.00" and the membership period is "ShipShape Contractor Membership Start: 9/17/2018 - End: 9/17/2019 \$15.00 per month." The section is titled "SHIPSHAPE FITNESS CENTER AT VANGUARD MEMBER CONTRACT INFORMED CONSENT AND RELEASE OF LIABILITY" and contains a paragraph of terms. At the bottom, there is a checkbox labeled "I agree with the above terms" which is checked, and a "Make Purchase" button. A red arrow points to the checkbox with the text "Select the 'I Agree' and Make Purchase".

STEP 2: Select the CHECK OUT button.

ShipShape

Vanguard Email  Password  Log In

Create account | Need password? Remember me

MY INFO MEMBERSHIP & ONLINE STORE

Products Contracts Shopping Cart (1 item)

### Shopping Cart

Item	Price	Quantity	Total
ShipShape Employee Membership		<input type="text" value="1"/>	<input type="button" value="x"/>

Subtotal (1 item) \$0.00  
Tax \$0.00  
**Order Total \$0.00**

Select the CHECK OUT button

Continue Shopping

STEP 3: Enter your demographic information and select "Create Account".

ShipShape

Vanguard Email  Password  Log In

Create account | Need password? Remember me

MY INFO MEMBERSHIP & ONLINE STORE

### Create an Account

#### 1. Contact Information

First name \*

Crew Member ID (Enter 6-digits) \*

Last name \*

Birth day \*

Country

Gender

Preferred location \*

#### Emergency Contact Information

Name \*

Relationship \*

Phone \*

Email

#### 2. Account Information

Vanguard Email \*

Password \*

Confirm password \*

Mobile phone \*

What do you want to hear about?  
We'll still email receipts and anything critical.

Account management

Email

Reminders and schedule changes

Email

News and promos<sup>1</sup>

Email

<sup>1</sup> Opting in to News and Promos means ShipShape - PA Facilities can send you automated promotional messages. You'll never have to subscribe to buy something.

\* Required field

When complete, select Create Account

STEP 4: Select CHECK OUT one last time. The system now knows you. You will be required to enter a Credit Card payment to the system for month-to-month deductions.

ShipShape

Welcome John Doe, You are Logged In  
Last login: 9/6/2018 11:42:39 AM [Log Out](#)

MY INFO MEMBERSHIP & ONLINE STORE

Products Contracts **Shopping Cart (1 item)**

### Shopping Cart

Item	Price	Quantity	Total
ShipShape Contractor Membership		1	

Subtotal (1 item) \$15.00  
Tax \$0.00  
**Order Total \$15.00**

Continue Shopping **CHECK OUT**

The system now knows who you are

Select CHECK OUT one more time

STEP 5: Select PLACE ORDER.

ShipShape

Welcome John Doe, You are Logged In  
Last login: 9/6/2018 11:42:39 AM [Log Out](#)

MY INFO MEMBERSHIP & ONLINE STORE

Products Contracts **Shopping Cart (1 item)**

### Check Out / Place Order

**Order Summary**

Subtotal \$15.00  
**Grand total \$15.00**

**Cart Items**

ShipShape Contractor Membership  
Quantity: 1 \$15.00

**Vanguard Email**

Contact Email:   
 Store this as my email address

**Billing Information**

**Pay with Credit Card**

We accept American Express, Visa, MasterCard, Discover

CC Number   
Cardholder Name   
CC Expiration Month  Year   
CVV2  Where is my CVV2 code? AMEX  
Postal code

Enter Credit Card Info.

Select PLACE ORDER when complete

**PLACE ORDER**

## STEP 6: Order Confirmation.

The screenshot shows the ShipShape website interface. At the top left is the ShipShape logo. At the top right, there is a user greeting: "Welcome John Doe, You are Logged In" with "Last login: n/a" and a "Log Out" button. Below the logo and greeting are two tabs: "MY INFO" and "MEMBERSHIP & ONLINE STORE". The main content area features a large white box with the heading "Purchase Complete". Inside this box, a message states: "Your purchase was completed successfully!" followed by "An email receipt has been sent to John.Doe@vanguard1.com". At the bottom of the box are two blue buttons: "View Your Schedule" and "View Your Purchase History".

## STEP 7: View Your Purchase History.

The screenshot shows the ShipShape website interface. At the top left is the ShipShape logo. At the top right, there is a user greeting: "Welcome John Doe, You are Logged In" with "Last login: 9/6/2018 11:42:39 AM" and a "Log Out" button. Below the logo and greeting are two tabs: "MY INFO" and "MEMBERSHIP & ONLINE STORE". Under the "MEMBERSHIP & ONLINE STORE" tab, there are five sub-tabs: "Profile", "My Schedule", "Visit History", "Purchase History", and "Account". The "Purchase History" sub-tab is selected. The main content area features a large white box with the heading "Purchase History". Below the heading is a table with the following data:

Sale Date	Description	Color	Size	Location	Payment Method	Price	Quantity	Tax	Amount Paid
9/6/2018	ShipShape Contractor Membership	None	None	Online Store	AMEX	\$15.00	1	\$0.00	\$15.00