

# SOP

## Paying for I/S Sports

[PSP Online - Public Access \(cfmws.com\)](http://cfmws.com)

### **I don't have an account**

1. Select "My Account"
2. Select "Click here to create a new account"
3. Select "Create Individual Account"
4. Fill in the Required Information (in red) and select "Next"
5. An email will be sent to the email address provided by registrant. You will need to confirm account registration by clicking on the confirmation URL that is within the email that was sent.
6. Proceed to Step 8

### **I have an account**

7. Sign into your account
8. Select "Home" at the top left of the page
9. Select "Course"
10. Under the heading "Adult" - Select "Physical"
11. Look the league you're registering for (ex: "I/S NHL Civilian Hockey Pass 21/22" and Select "Register Now")
12. Click "Checkout"
13. Click "Process Payment"
14. Enter payment information and click "Pay with Your Credit Card"
15. A receipt will be mailed to your email with confirmation of payment
16. You're done!

Please note: The public access module does not work with visa debit, and will not work on safari on apple products