

Member Self Service Quick Start Guide

Visit the online portal to update your account information, make payments, review and print check-in and account history and more.

Here's how to get started:

1. Visit nmhfc.com
 2. Click **Member Login** to access the **Member Self Service** page
 3. Click the **Member Login** icon
 4. First time users will use their **Member ID number** on the back of their membership card as the username and password
 5. Sign in and create a custom username and password
 6. On the **dashboard** you'll see your membership information, options to update your account, purchase packages and etc
 7. To book reservations (such as pool and basketball time) click **Book Appointment**
 8. Choose the date and answer all questions on the left side of the screen
 9. Select a time on the right of the screen and click **Book**
 10. You'll receive a confirmation email and can view your reservations under **My Upcoming Appointments**
 11. Click the **cog wheel** to change or cancel your appointment
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Now you're ready to make the most of your online account! Email us at submission@nmhfc.com or visit the **Member Services Desk** for more information/ instructions on using the online portal.

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