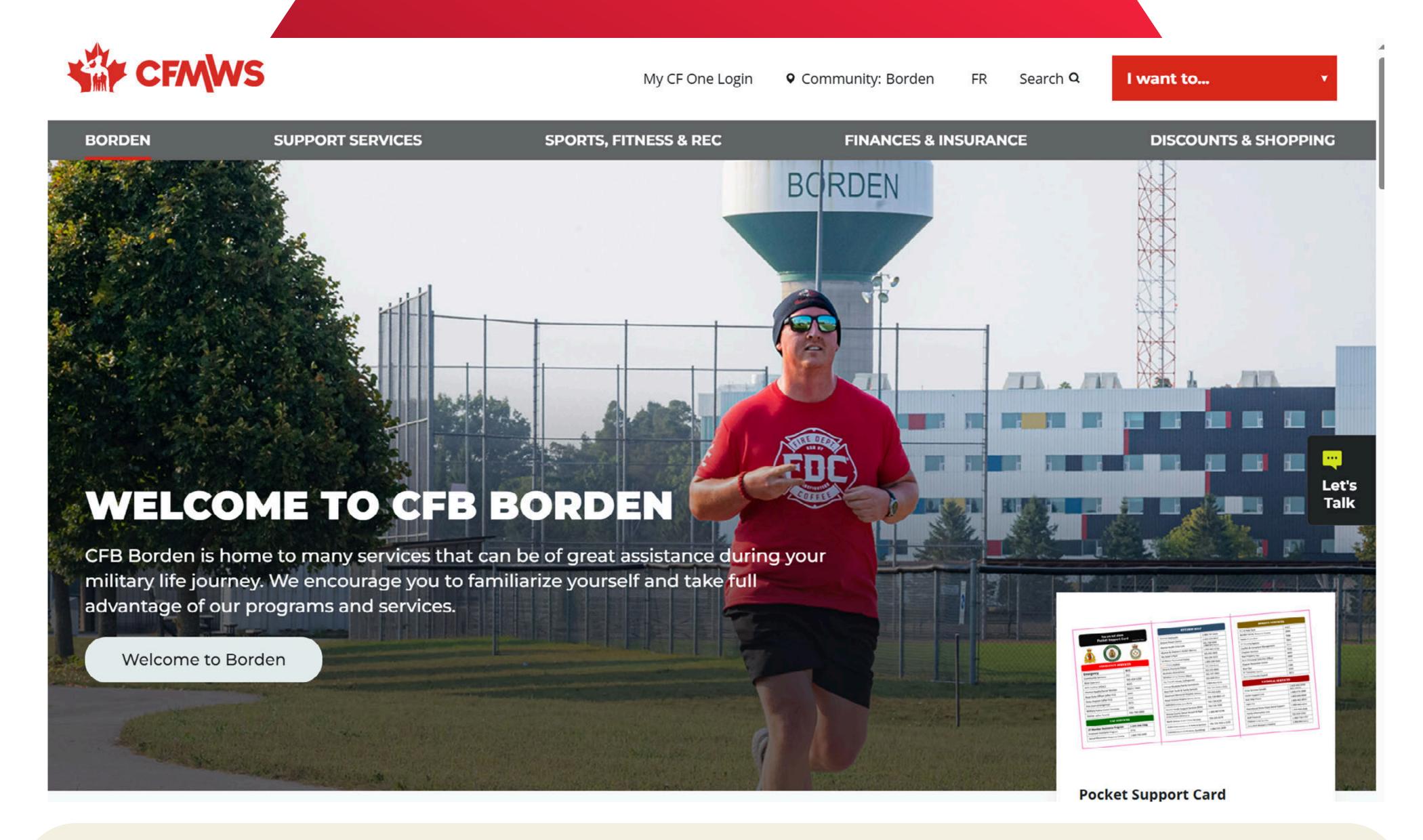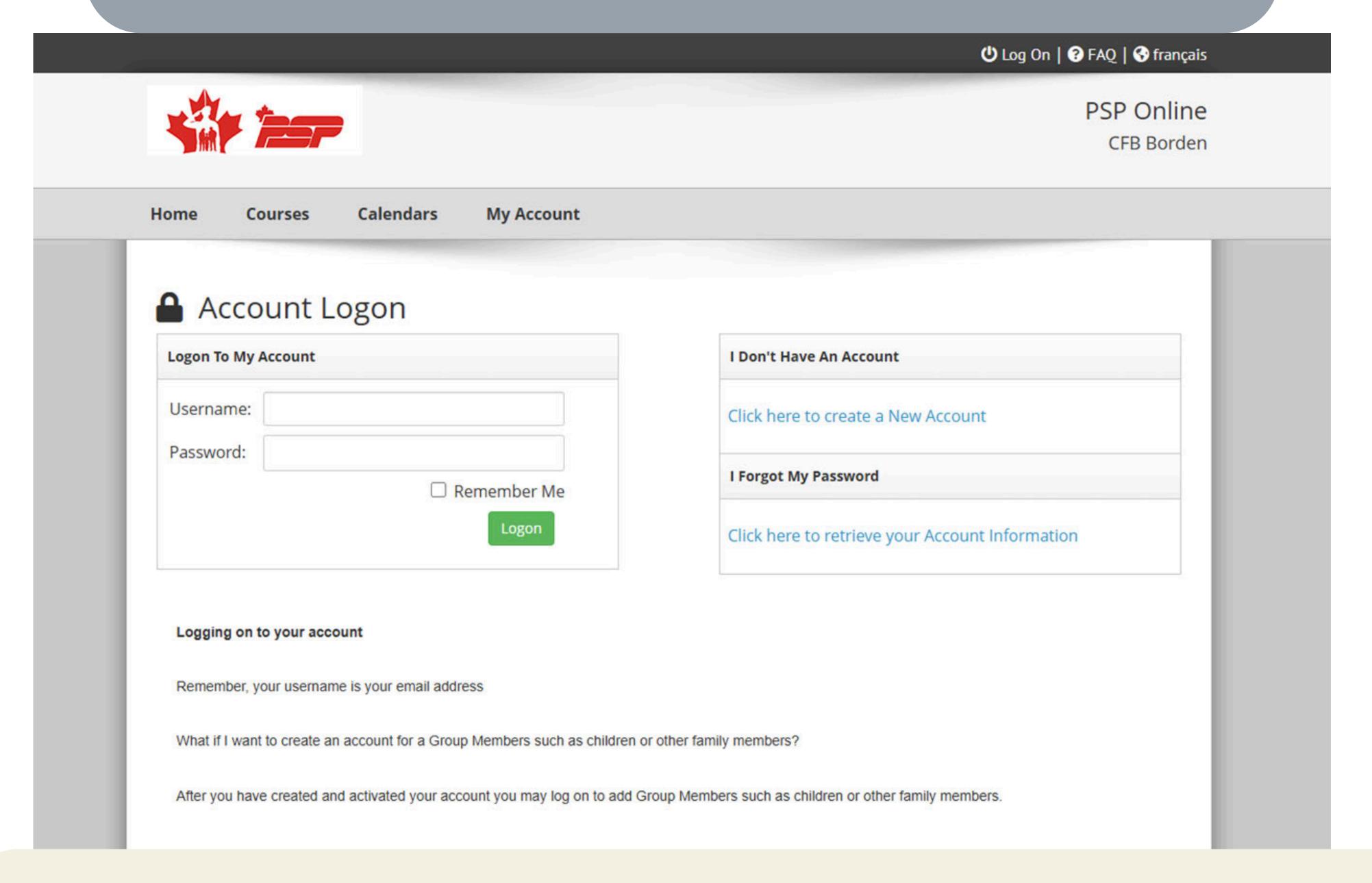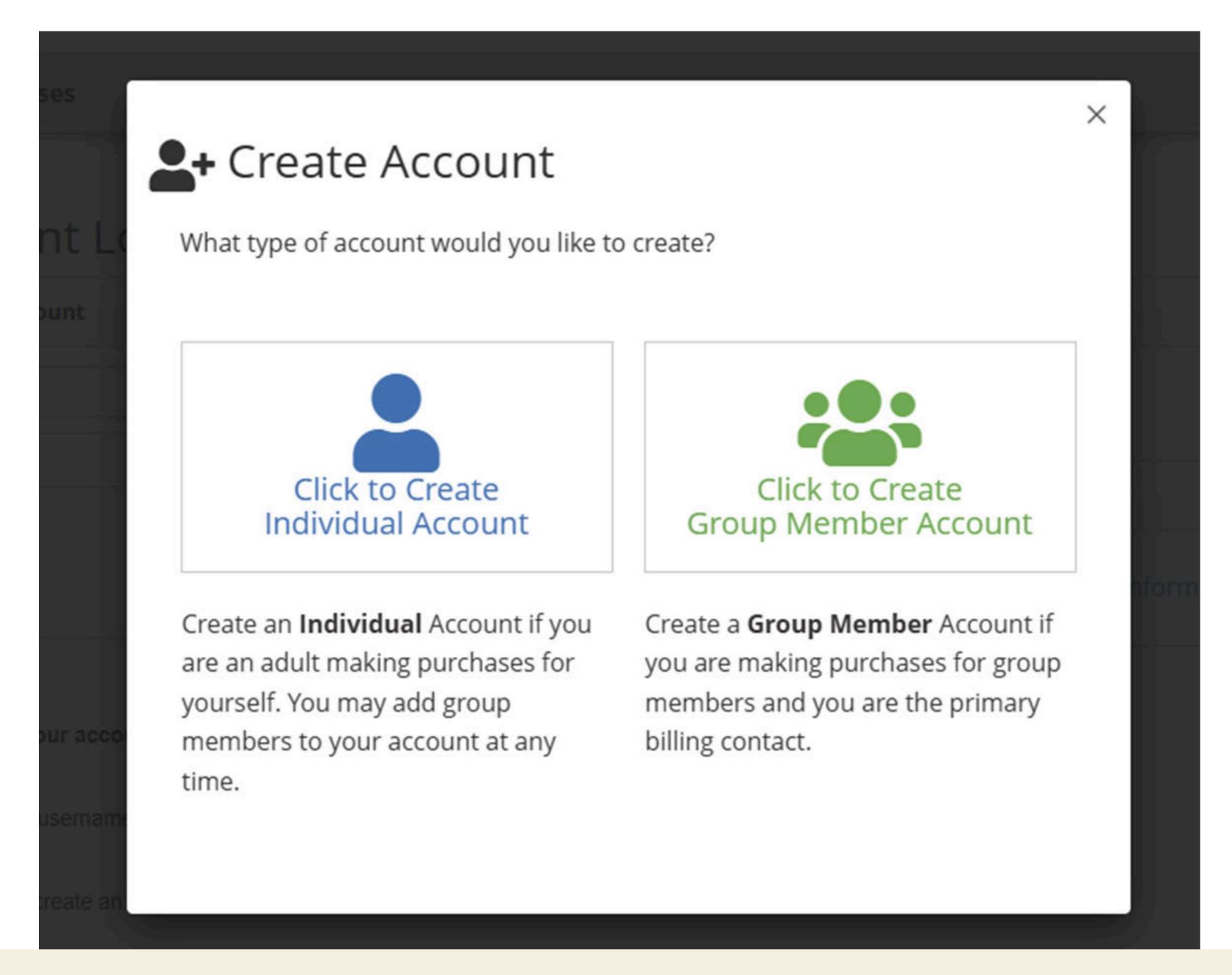# PSP Online – Borden

Important Links:

https://cfmws.ca/borden **-** Information about programs and facilities at Borden
https://bkk.cfmws.com/bordenpub/ - PSP Online: Portal to enroll online
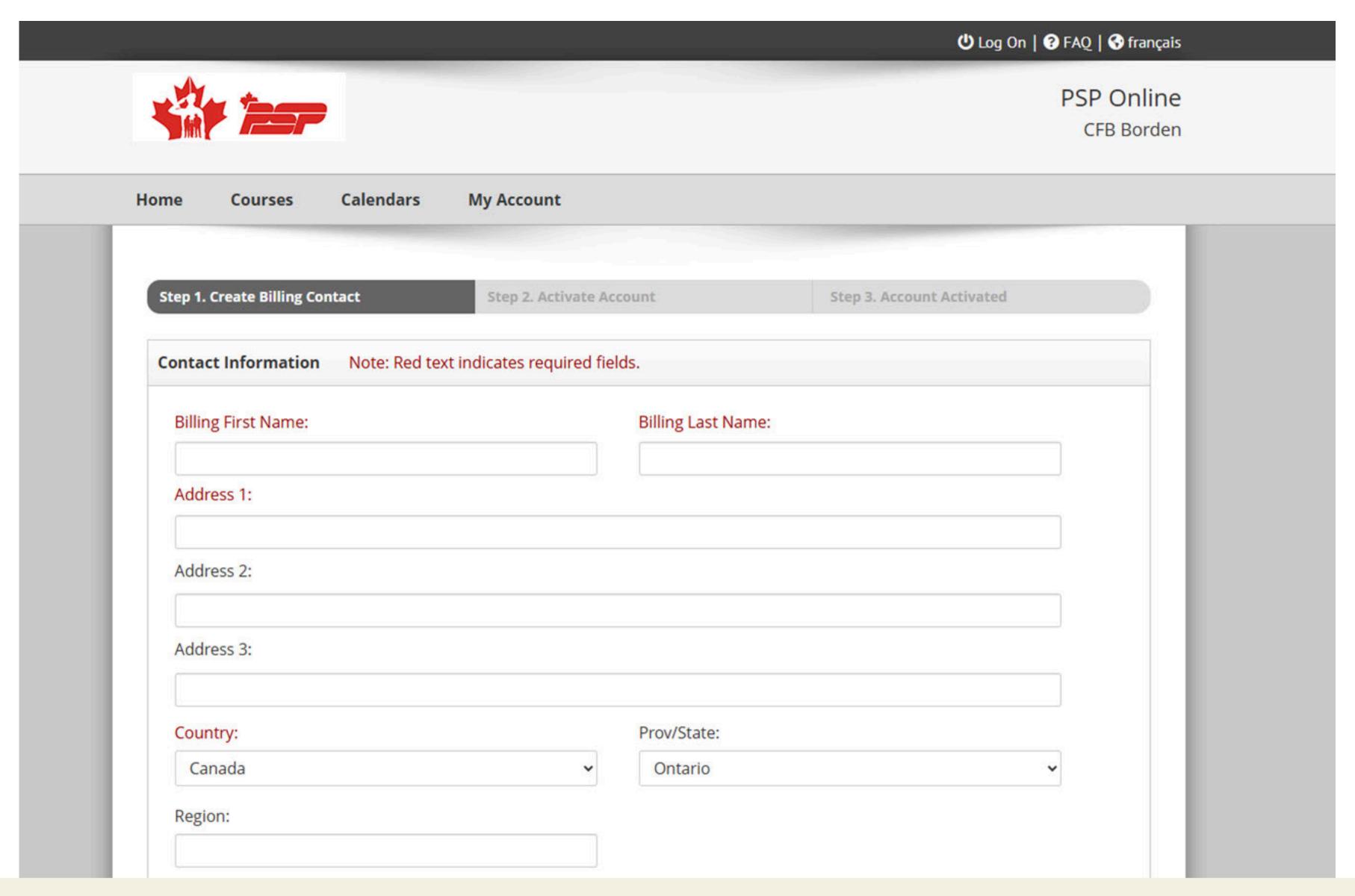
How to Create a PSP Online Account
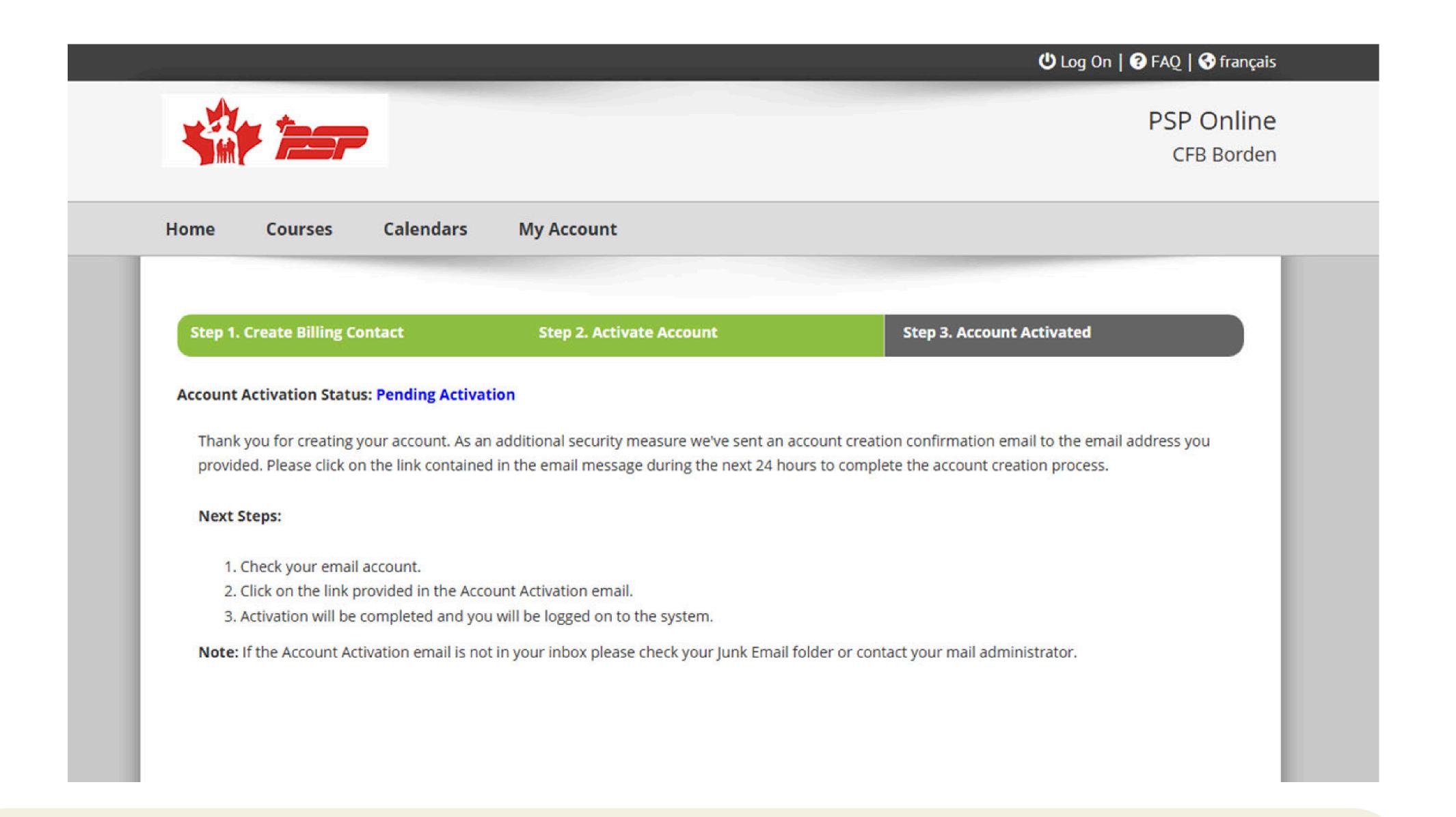
Go to https://bkk.cfmws.com/bordenpub/ to access the PSP online home page for Borden. Here you can sign in or create an account if you don't have one.

Create Account

What type of account would you like to create?

Click to Create Individual Account

Click to Create Group Member Account

Create an **Individual** Account if you are an adult making purchases for yourself. You may add group members to your account at any time.

Create a **Group Member** Account if you are making purchases for group members and you are the primary billing contact.
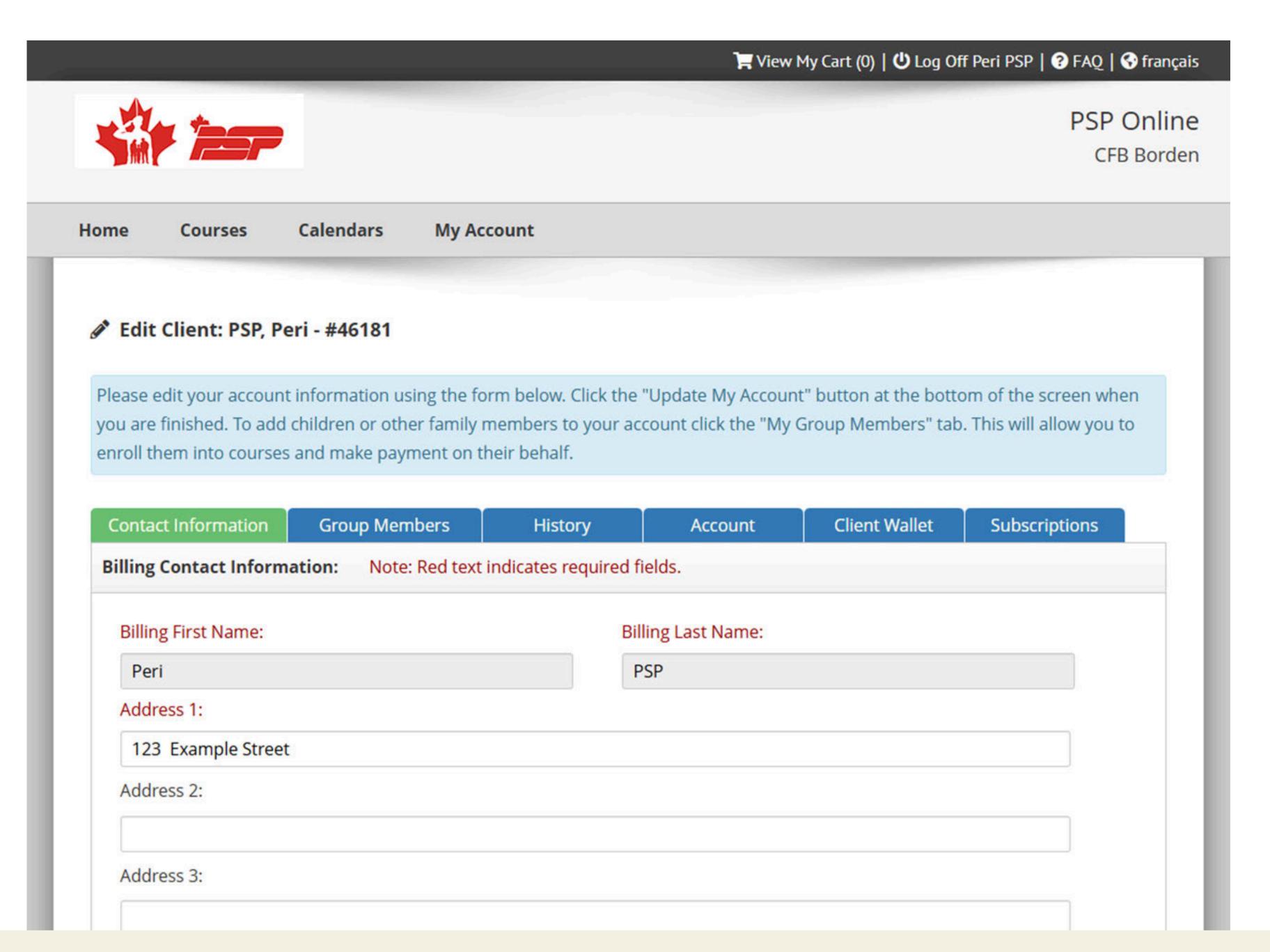
Create an individual account if you are registering yourself in a program. If you are creating an account to register your children in programs, please create a group member account. This will create an account with you as the billing contact, and will create a profile for your children to be enrolled.

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

Step 1. Create Billing Contact	Step 2. Activate Account	Step 3. Account Activated

Contact Information   Note: Red text indicates required fields.

Billing First Name:

Billing Last Name:

Address 1:

Address 2:

Address 3:

Country:

Canada

Prov/State:

Ontario

Region:

Enter you information as the billing contact. Fields with red text are required in order to create an account. Fields in black text are optional. Create an account name (It is recommended to be your preferred email address) and create a password.

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

| Step 1. Create Billing Contact | Step 2. Activate Account | Step 3. Account Activated |

Account Activation Status: Pending Activation

Thank you for creating your account. As an additional security measure we've sent an account creation confirmation email to the email address you provided. Please click on the link contained in the email message during the next 24 hours to complete the account creation process.

Next Steps:

1. Check your email account.
2. Click on the link provided in the Account Activation email.
3. Activation will be completed and you will be logged on to the system.

Note: If the Account Activation email is not in your inbox please check your Junk Email folder or contact your mail administrator.

Once you enter your information and create an account name and password, an account creation confirmation email will be sent to the email address you provided. Check your email, and click on the link to activate your account.

PSP Online
CFB Borden

Home　　Courses　　Calendars　　My Account

🖉 **Edit Client: PSP, Peri - #46181**

Please edit your account information using the form below. Click the "Update My Account" button at the bottom of the screen when you are finished. To add children or other family members to your account click the "My Group Members" tab. This will allow you to enroll them into courses and make payment on their behalf.

| Contact Information | Group Members | History | Account | Client Wallet | Subscriptions |

Billing Contact Information:　　Note: Red text indicates required fields.

Billing First Name:

Peri

Billing Last Name:

PSP

Address 1:

123 Example Street

Address 2:

Address 3:

Once you click the link in the account activation email, you will be brought back to PSP Online where you can use your account name and password to log in. Once you log in, you will see this screen where you can edit your contact information.
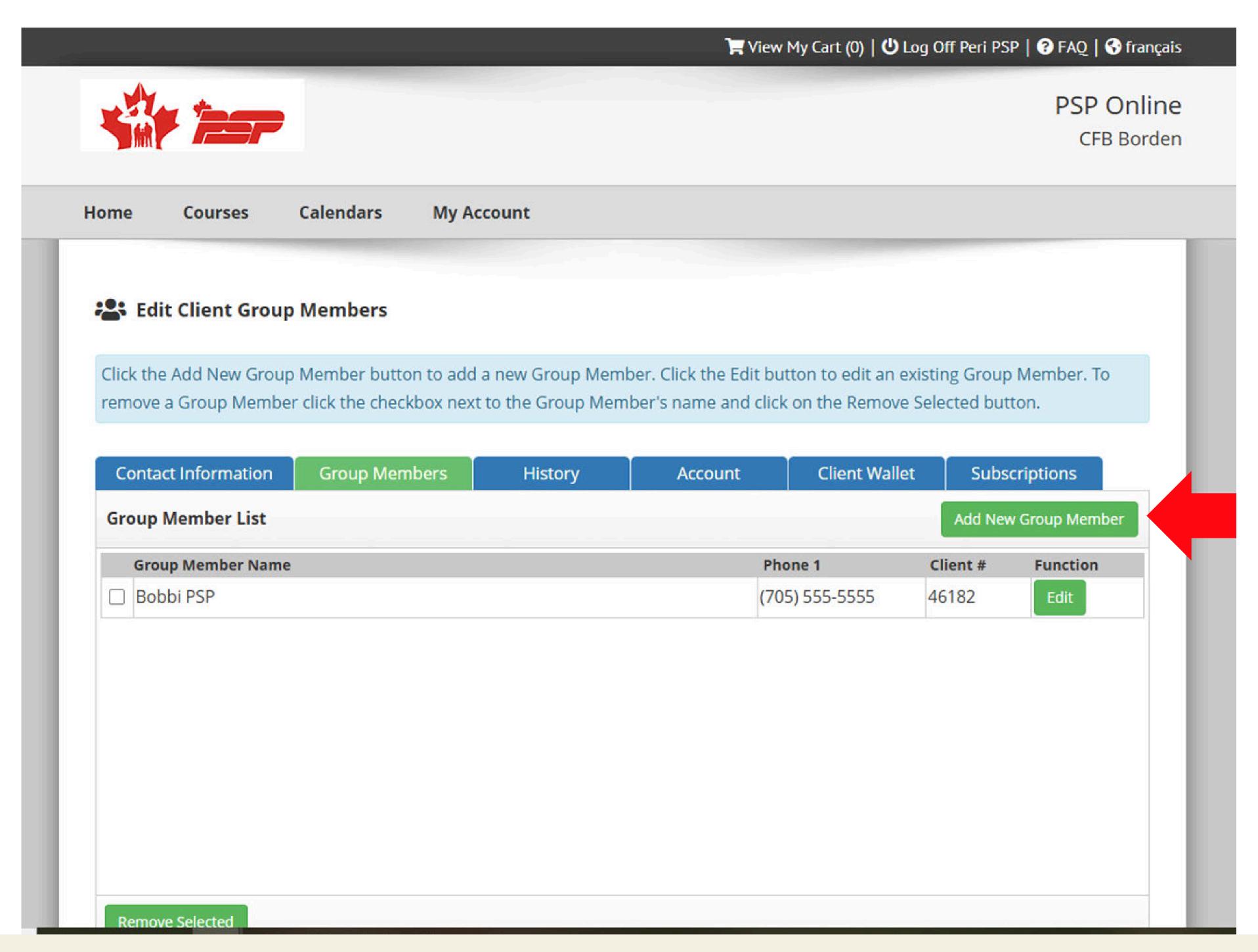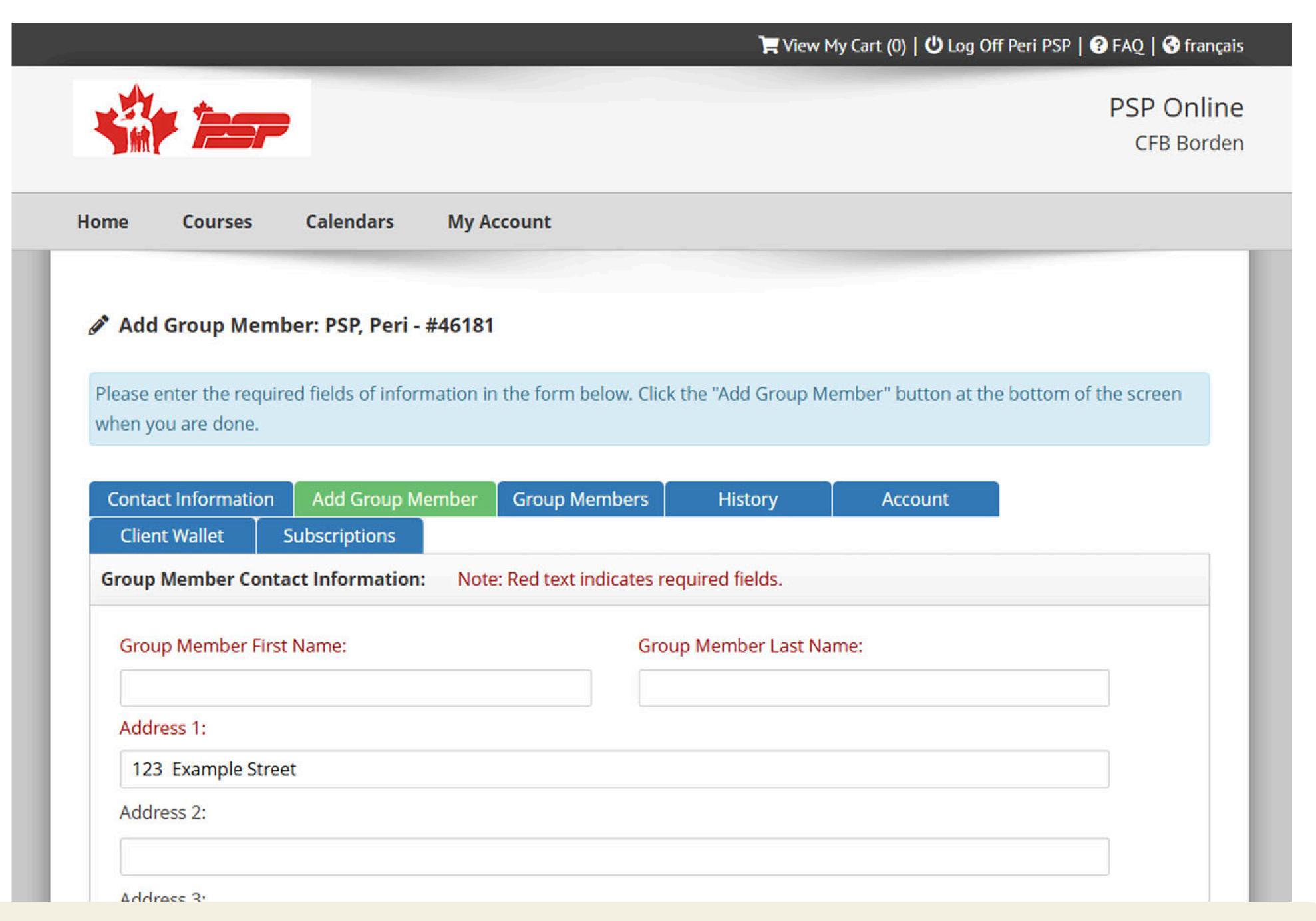
If you click on the Home button, You will have a menu of options. You can browse available courses to enroll under courses, facility calendars under calendars and see your current and past enrollments, receipts and unpaid invoices under My Account.

PSP Online
CFB Borden

Home   **Courses**   **Calendars**   **My Account**

✏️ **Edit Client: PSP, Peri - #46181**

Please edit your account information using the form below. Click the "Update My Account" button at the bottom of the screen when you are finished. To add children or other family members to your account click the "My Group Members" tab. This will allow you to enroll them into courses and make payment on their behalf.

| Contact Information | Group Members | History | Account | Client Wallet | Subscriptions |

Billing Contact Information: Red text indicates required fields.

Billing First Name:

Peri

Billing Last Name:

PSP

Address 1:

123 Example Street

Address 2:

To add group members to your account select the group member tab under the My Account menu. Group members would be anyone that you are enrolling into a program using yourself as the billing contact. This would also be anyone that you'd like to include in your family gym membership.

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

👥 Edit Client Group Members

Click the Add New Group Member button to add a new Group Member. Click the Edit button to edit an existing Group Member. To remove a Group Member click the checkbox next to the Group Member's name and click on the Remove Selected button.

| Contact Information | Group Members | History | Account | Client Wallet | Subscriptions |

Group Member List   Add New Group Member

	Group Member Name	Phone 1	Client #	Function
☐	Bobbi PSP	(705) 555-5555	46182	Edit

Remove Selected

This tab will list all of the group members you have under your account. To add a new group member, select the "Add New Group Member Button"

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

✏ **Add Group Member: PSP, Peri - #46181**

Please enter the required fields of information in the form below. Click the "Add Group Member" button at the bottom of the screen when you are done.

| Contact Information | Add Group Member | Group Members | History | Account |

| Client Wallet | Subscriptions |

Group Member Contact Information: Note: Red text indicates required fields.

Group Member First Name: Group Member Last Name:

Address 1:

123 Example Street

Address 2:

Address 3:

Enter in the information for your group member. Once you enter your group member's information select Add group member at the bottom of the form.

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

Edit Client Group Members

Click the Add New Group Member button to add a new Group Member. Click the Edit button to edit an existing Group Member. To remove a Group Member click the checkbox next to the Group Member's name and click on the Remove Selected button.

Contact Information	Group Members	History	Account	Client Wallet	Subscriptions

Group Member List   Add New Group Member

	Group Member Name	Phone 1	Client #	Function
☐	Astra RCAF	(705) 555-5555	46183	Edit
☐	Bobbi PSP	(705) 555-5555	46182	Edit

Once you have added all of your group members you will find them listed here. You are now ready to enroll your group members into a course.

How to Enroll using PSP Online

Go to https://bkk.cfmws.com/bordenpub/ to access the PSP online home page for Borden and log in.

PSP Online
CFB Borden

Home   Courses   My Account

Course Catalog

Click on the FILTERS tab on your left to refine your search. Click the Apply button when you are done.

⊖ Hide Subcategories

⊟ Adults (18 yrs plus) (3)
» Cultural (2)
» General (1)

⊟ All Age & Families (1)
» Physical (1)

Online Registration

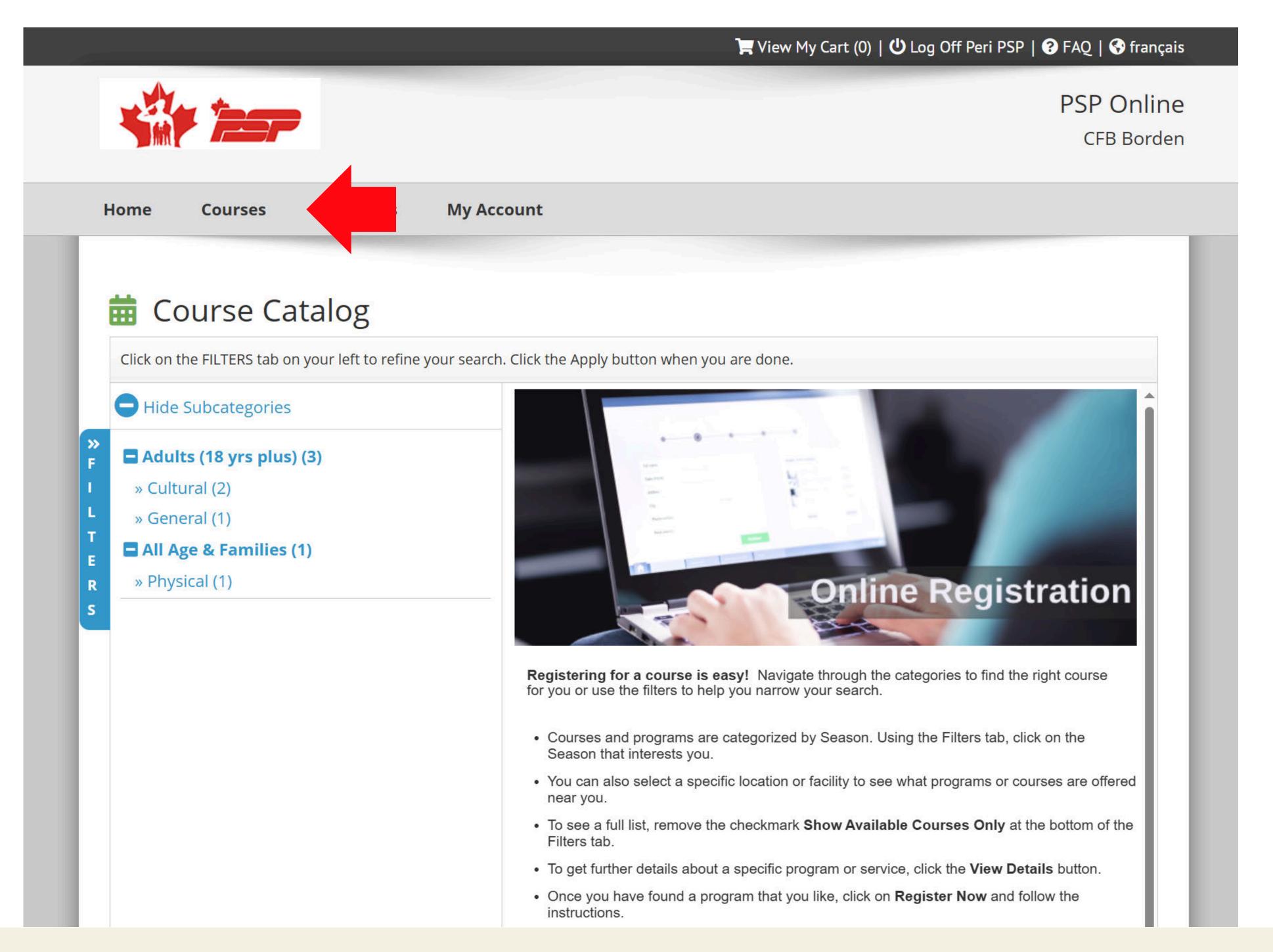**Registering for a course is easy!** Navigate through the categories to find the right course for you or use the filters to help you narrow your search.

- Courses and programs are categorized by Season. Using the Filters tab, click on the Season that interests you.

- You can also select a specific location or facility to see what programs or courses are offered near you.

- To see a full list, remove the checkmark **Show Available Courses Only** at the bottom of the Filters tab.

- To get further details about a specific program or service, click the **View Details** button.

- Once you have found a program that you like, click on **Register Now** and follow the instructions.

To enroll and register for any of Community Recreation Borden's clubs or programs access the Courses tab.

📅 Course Catalog

Apply Filters

[Reset] [Apply]

... Click the Apply button when you are done.

Season:

All Seasons ⌄

Location:

All Locations ⌄

Course Name:

Course Code:

Course Type: ☑ **All Course Types**

☐ Recreation   ☐ Military Fitness
☐ Military Sports   ☐ Health Promotion
☐ MFRC   ☐ Terra Theatre

Age:

Session Time Starts Between:

Start: [   ]   End: [   ]

Specific Days:

Sun Mon Tue Wed Thu Fri Sat
☐   ☐   ☐   ☐   ☐   ☐   ☐

☑ Show Available Courses Only

Online Registration

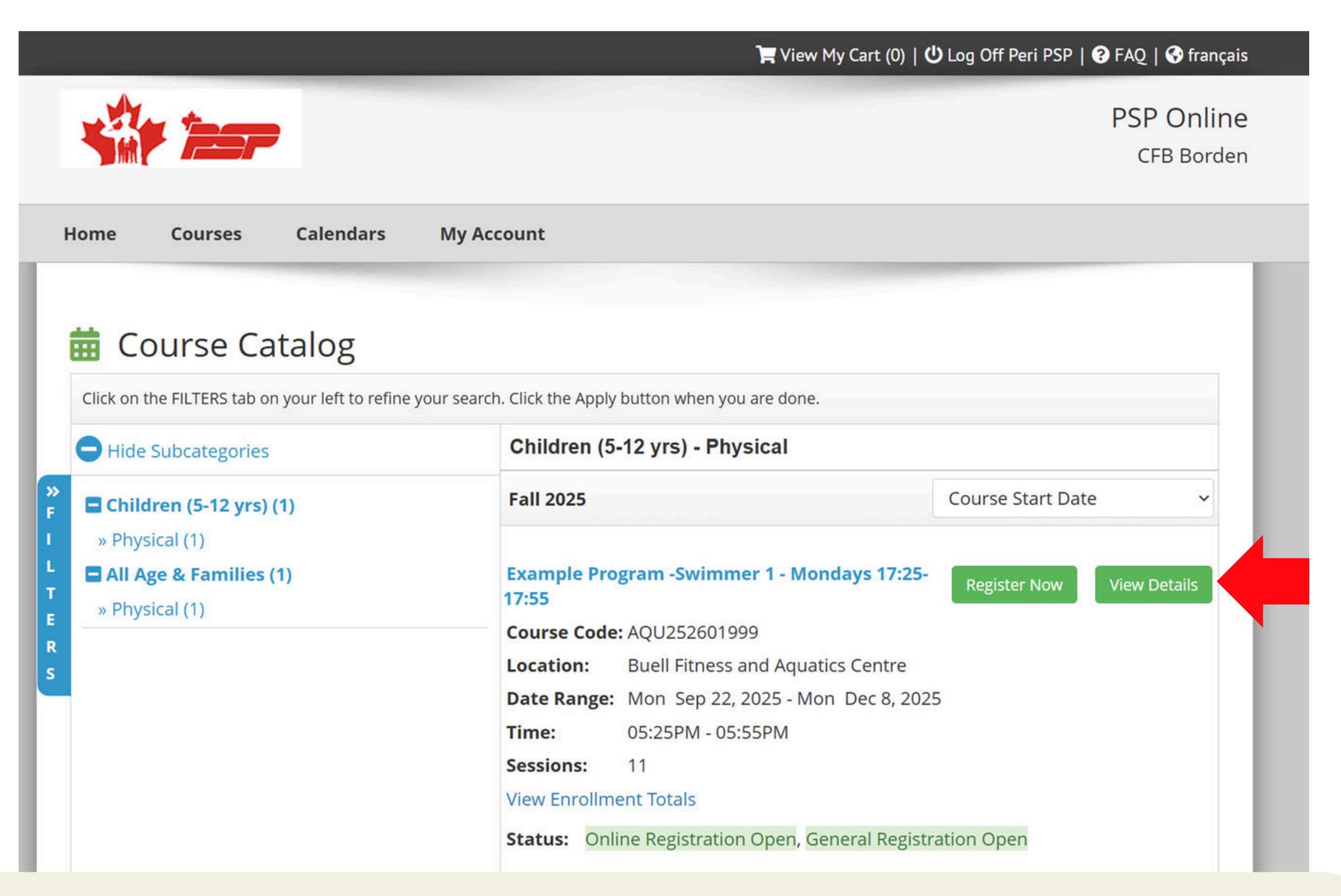**Registering for a course is easy!** Navigate through the categories to find the right course for you or use the filters to help you narrow your search.

- Courses and programs are categorized by Season. Using the Filters tab, click on the Season that interests you.

- You can also select a specific location or facility to see what programs or courses are offered near you.

- To see a full list, remove the checkmark **Show Available Courses Only** at the bottom of the Filters tab.

- To get further details about a specific program or service, click the **View Details** button.

- Once you have found a program that you like, click on **Register Now** and follow the instructions.

When registering for one of our programs, please ensure that you select the rate that correctly corresponds to your course. For any questions, please contact your local PSP Community & Recreation staff for assistance. All incorrect rates will be adjusted, and you will receive notification from your local Community & Recreation office to ensure payment is received prior to class start. Frequent errors in rate choice could result in removal of online privileges and an administrative fee may be applied. Thank you for your assistance in continual success of our online registration procedures.
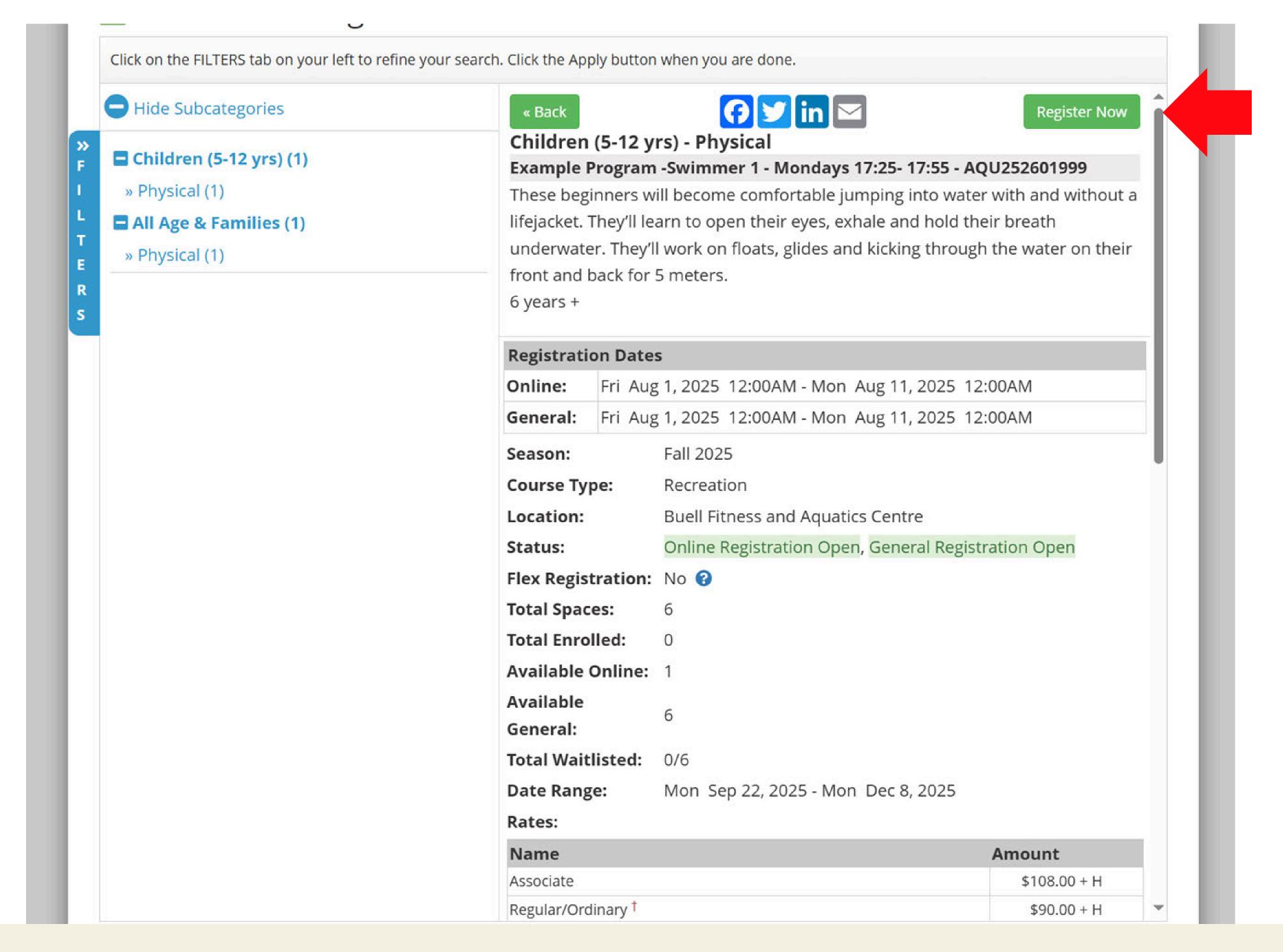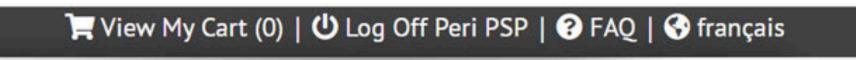
Adjust the Catalog Search Criteria to suit your needs. To see all the available courses please open the filter and uncheck "Show available courses only".

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

Course Catalog

Click on the FILTERS tab on your left to refine your search. Click the Apply button when you are done.

»FILTERS

⊖ Hide Subcategories

Children (5-12 yrs) - Physical

⊟ **Children (5-12 yrs) (1)**
» Physical (1)

⊟ **All Age & Families (1)**
» Physical (1)

Fall 2025   Course Start Date ▾

Example Program -Swimmer 1 - Mondays 17:25-17:55   [Register Now]   [View Details]

Course Code: AQU252601999

Location: Buell Fitness and Aquatics Centre

Date Range: Mon Sep 22, 2025 - Mon Dec 8, 2025

Time: 05:25PM - 05:55PM

Sessions: 11

View Enrollment Totals

Status: Online Registration Open, General Registration Open

Browse through the sub categories to view available courses. You can select view details to see more information about the course.

Click on the FILTERS tab on your left to refine your search. Click the Apply button when you are done.

« Back

Register Now

Children (5-12 yrs) - Physical

Example Program -Swimmer 1 - Mondays 17:25- 17:55 - AQU252601999

These beginners will become comfortable jumping into water with and without a lifejacket. They'll learn to open their eyes, exhale and hold their breath underwater. They'll work on floats, glides and kicking through the water on their front and back for 5 meters.

6 years +

FILTERS

- **Hide Subcategories**

- **Children (5-12 yrs) (1)**
  - » Physical (1)
- **All Age & Families (1)**
  - » Physical (1)

Registration Dates

Online:	Fri Aug 1, 2025 12:00AM - Mon Aug 11, 2025 12:00AM
General:	Fri Aug 1, 2025 12:00AM - Mon Aug 11, 2025 12:00AM

Season:	Fall 2025
Course Type:	Recreation
Location:	Buell Fitness and Aquatics Centre
Status:	Online Registration Open, General Registration Open
Flex Registration:	No ❓
Total Spaces:	6
Total Enrolled:	0
Available Online:	1
Available General:	6
Total Waitlisted:	0/6
Date Range:	Mon Sep 22, 2025 - Mon Dec 8, 2025
Rates:	

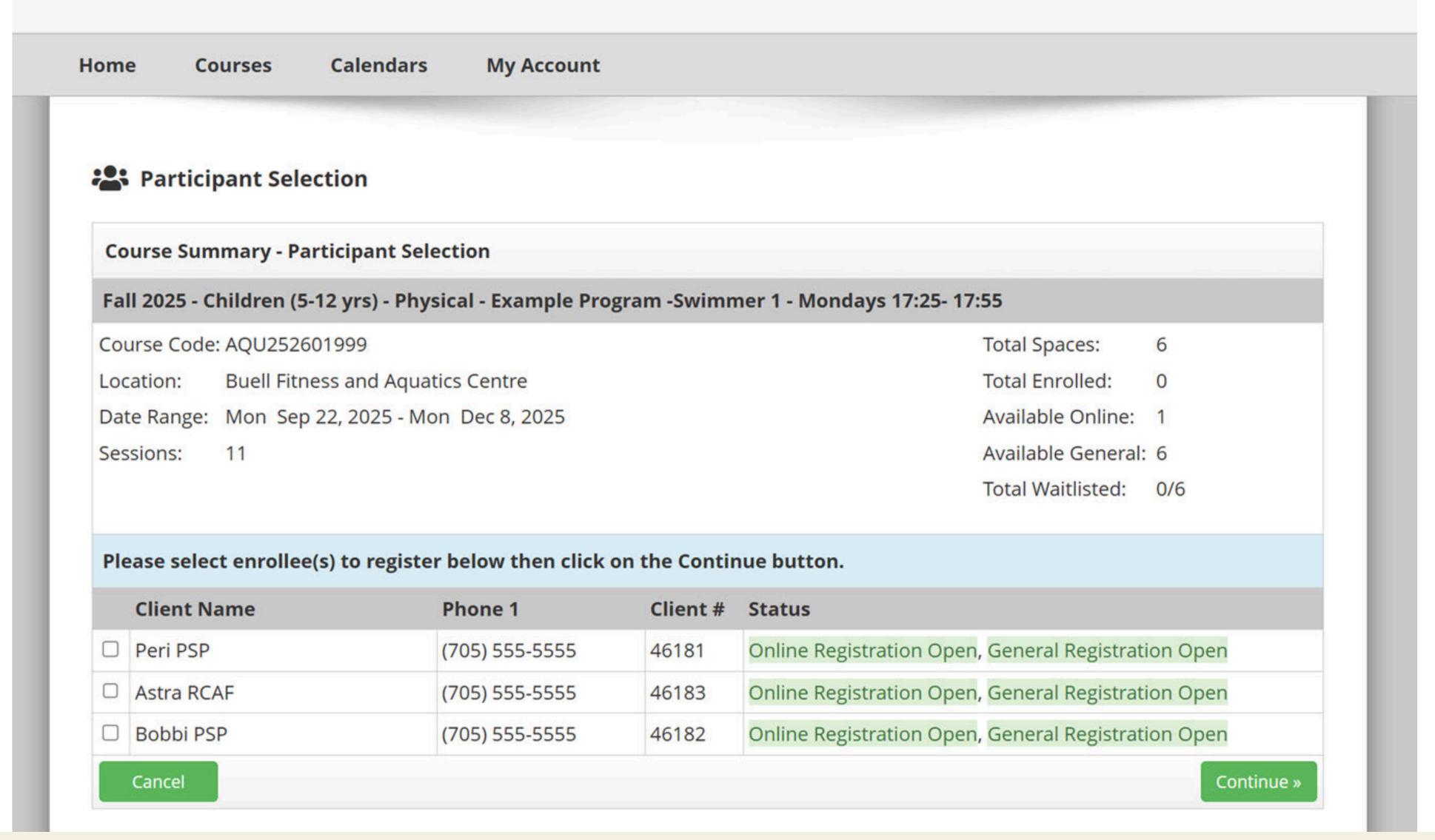| Name	Amount
Associate	$108.00 + H
Regular/Ordinary †	$90.00 + H

Information about the course, the session dates and the program prices can be found here. If you would like to enroll, select the register now button.
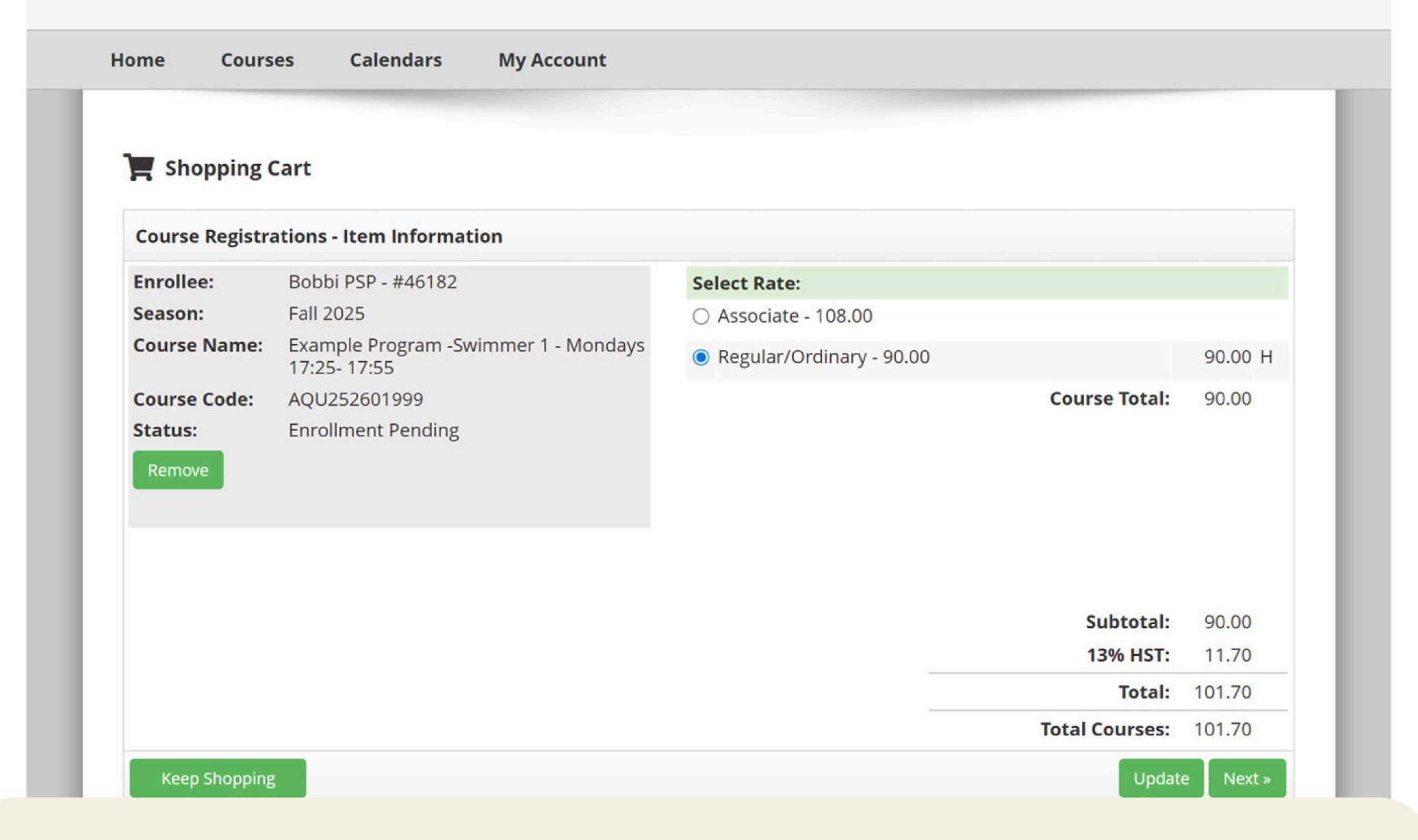
PSP Online
CFB Borden

Home   Courses   Calendars   My Account

👥 Participant Selection

Course Summary - Participant Selection

Fall 2025 - Children (5-12 yrs) - Physical - Example Program -Swimmer 1 - Mondays 17:25- 17:55

Course Code: AQU252601999	Total Spaces: 6
Location: Buell Fitness and Aquatics Centre	Total Enrolled: 0
Date Range: Mon Sep 22, 2025 - Mon Dec 8, 2025	Available Online: 1
Sessions: 11	Available General: 6
	Total Waitlisted: 0/6

Please select enrollee(s) to register below then click on the Continue button.

Client Name	Phone 1	Client #	Status
☐ Peri PSP	(705) 555-5555	46181	Online Registration Open, General Registration Open
☐ Astra RCAF	(705) 555-5555	46183	Online Registration Open, General Registration Open
☐ Bobbi PSP	(705) 555-5555	46182	Online Registration Open, General Registration Open

Cancel   Continue »

You will then be asked to select which group member you'd like to enroll in the course. For children's programming, please be sure to enroll the child and not a parent or guardian in the program.

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

🛒 Shopping Cart

Course Registrations - Item Information

Enrollee:	Bobbi PSP - #46182
Season:	Fall 2025
Course Name:	Example Program -Swimmer 1 - Mondays 17:25- 17:55
Course Code:	AQU252601999
Status:	Enrollment Pending

Remove

Select Rate:

○ Associate - 108.00

◉ Regular/Ordinary - 90.00   90.00 H

Course Total: 90.00

Subtotal: 90.00
13% HST: 11.70
Total: 101.70
Total Courses: 101.70

Keep Shopping   Update   Next »

While in the Shopping Cart choose the appropriate rate category based on your member status. Click Update.

REGULAR MEMBERS
CAF MEMBERS, SERVING FOREIGN MILITARY MEMBERS, RESERVISTS ON CONTRACT, FORMER CAF MEMBERS (with proof of service)
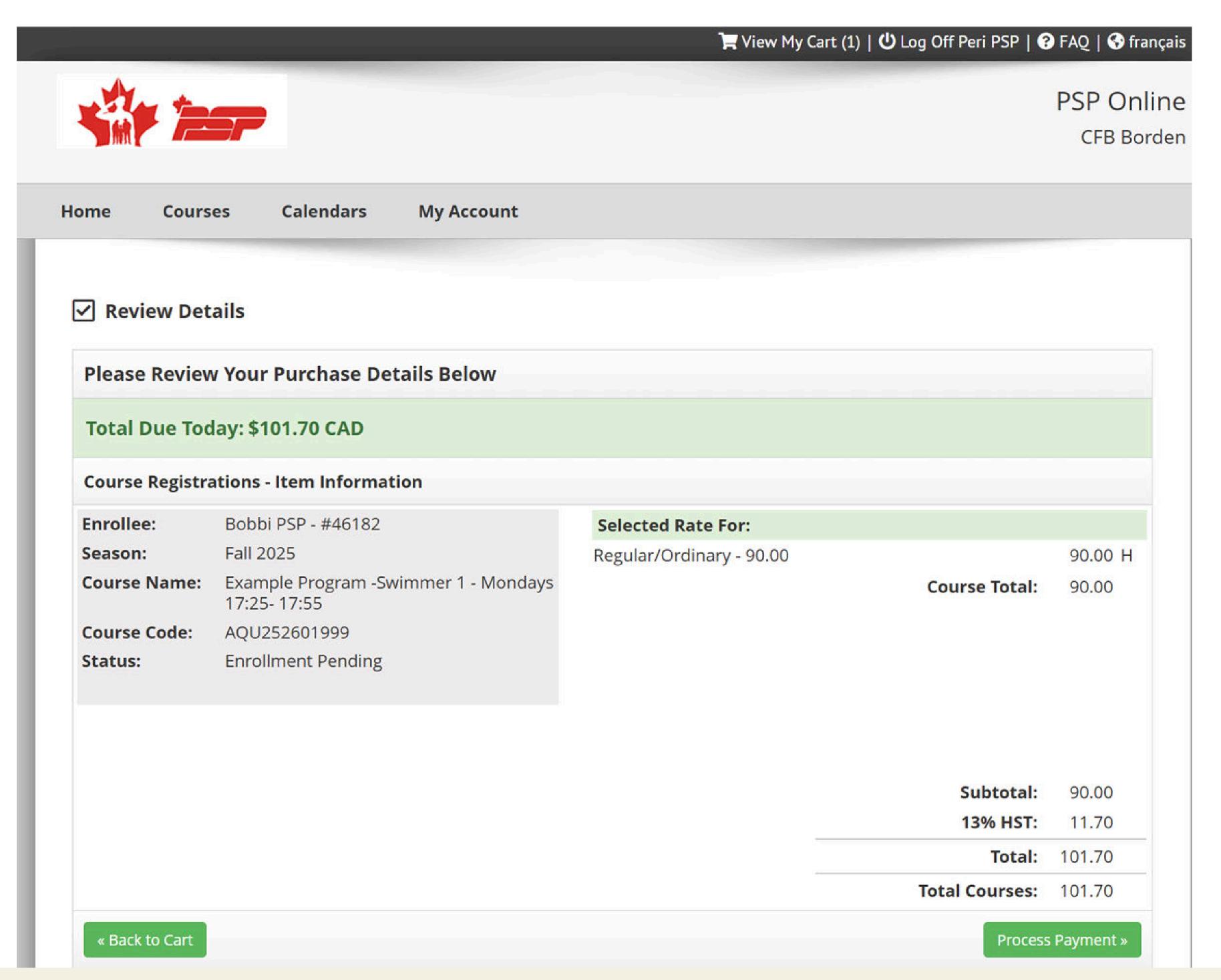
ORDINARY MEMBERS
NPF EMPLOYEES (Not casual), DND EMPLOYEES, MFRC EMPLOYEES, DCC EMPLOYEES, FORMER NPF &DND EMPLOYEES, RCMP

ASSOCIATE MEMBERS
CIVILIANS AND THEIR IMMEDIATE FAMILY MEMBERS

More information can be found:
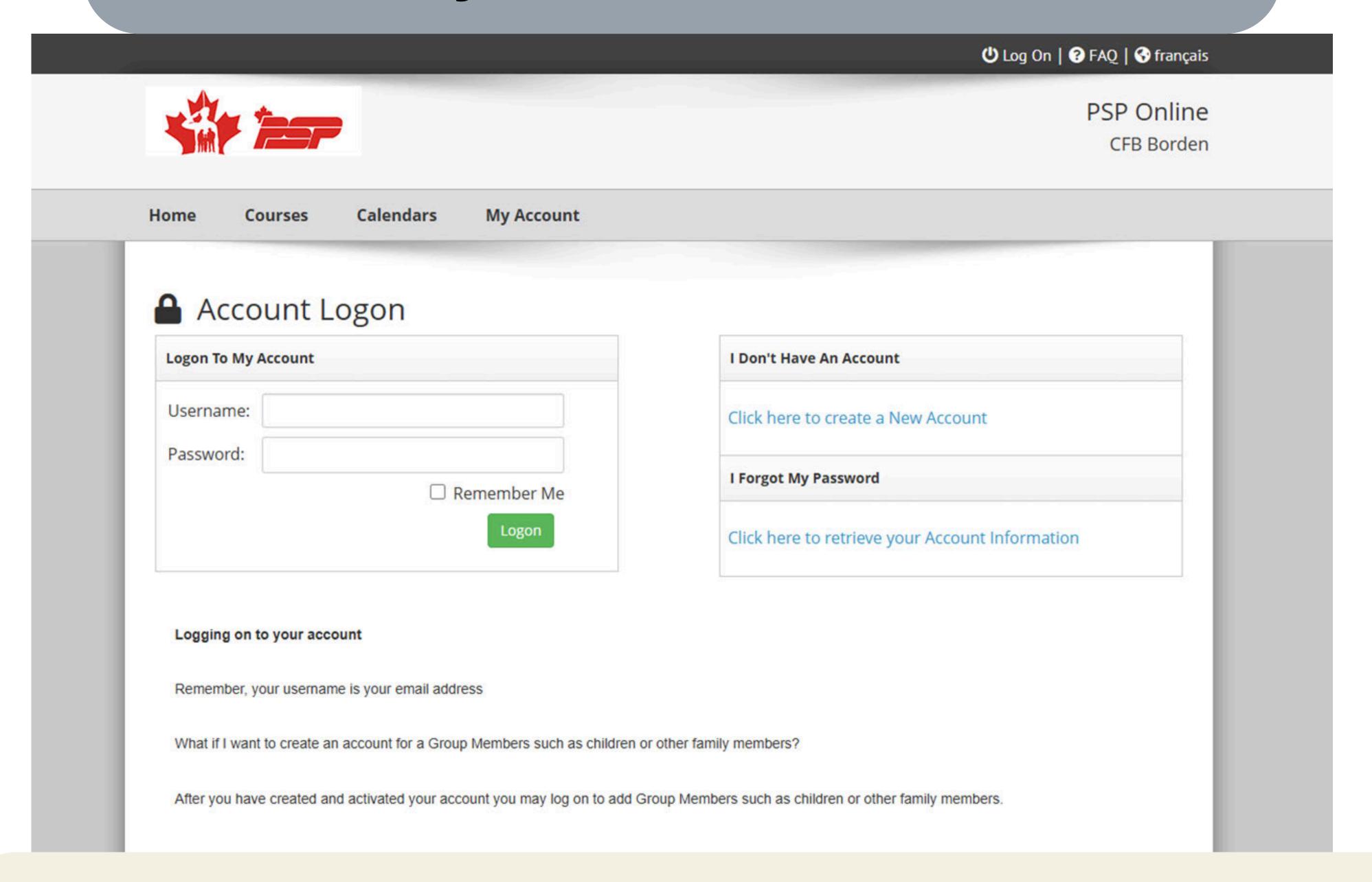https://cfmws.ca/borden/psp-plan-at-borden

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

☑ **Review Details**

Please Review Your Purchase Details Below

Total Due Today: $101.70 CAD

Course Registrations - Item Information

Enrollee:	Bobbi PSP - #46182	
Season:	Fall 2025	
Course Name:	Example Program -Swimmer 1 - Mondays 17:25- 17:55	
Course Code:	AQU252601999	
Status:	Enrollment Pending	

Selected Rate For:

Regular/Ordinary - 90.00	90.00 H
Course Total:	90.00

Subtotal:	90.00
13% HST:	11.70
Total:	101.70
Total Courses:	101.70

« Back to Cart   Process Payment »

Review your course registration summary and select process payment. You can pay online with a credit card. Your spot in the program will not be reserved until the payment is processed. Please note that Visa Debit and MasterCard Debit are not accepted.
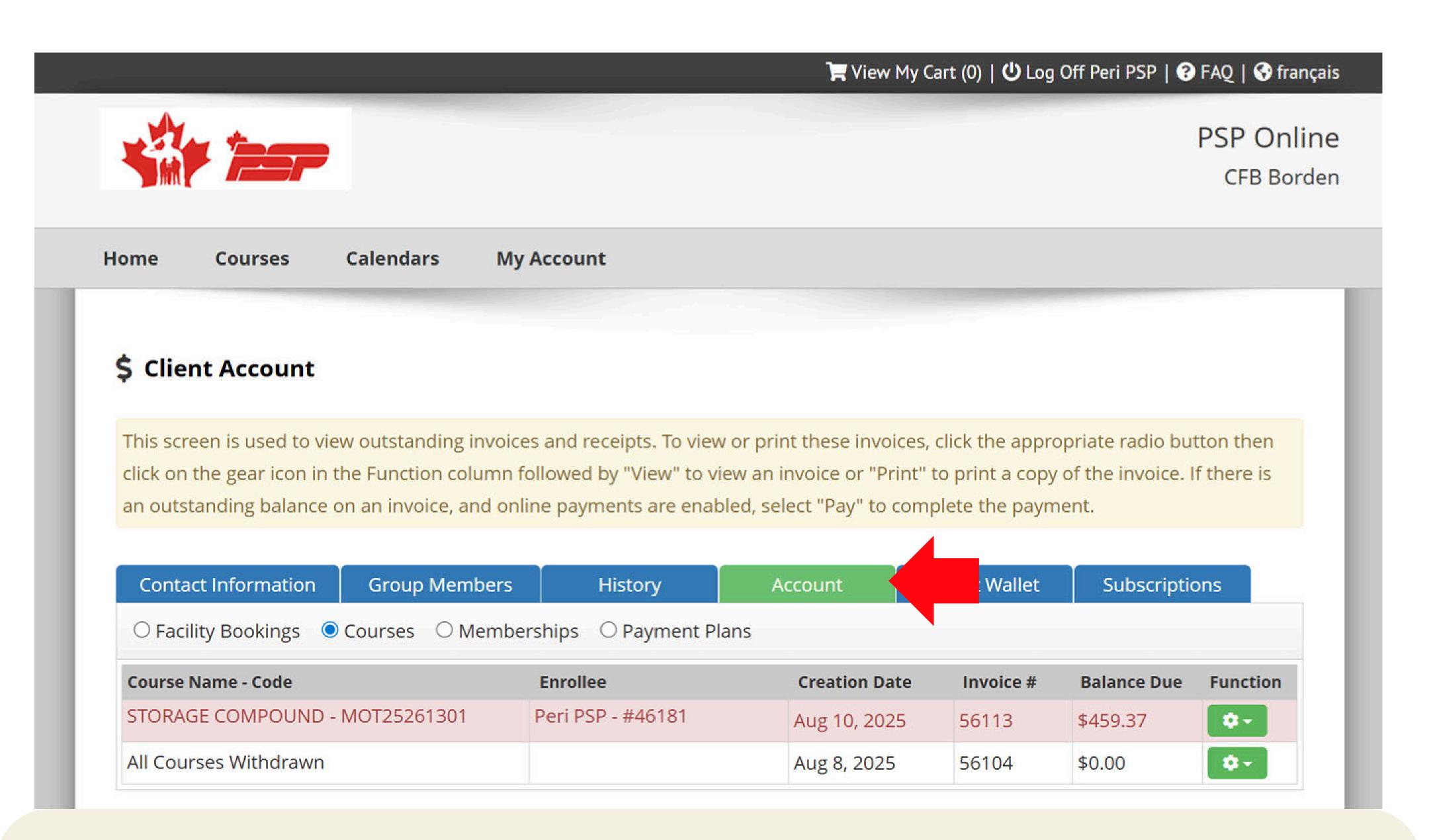
Please print off the invoice provided via email (the one attached to the account) as record of registration, payment and enrollment.

If you do not receive your invoice via email please contact the Kiosk at 705-424-1200 EXT. 270 1536.
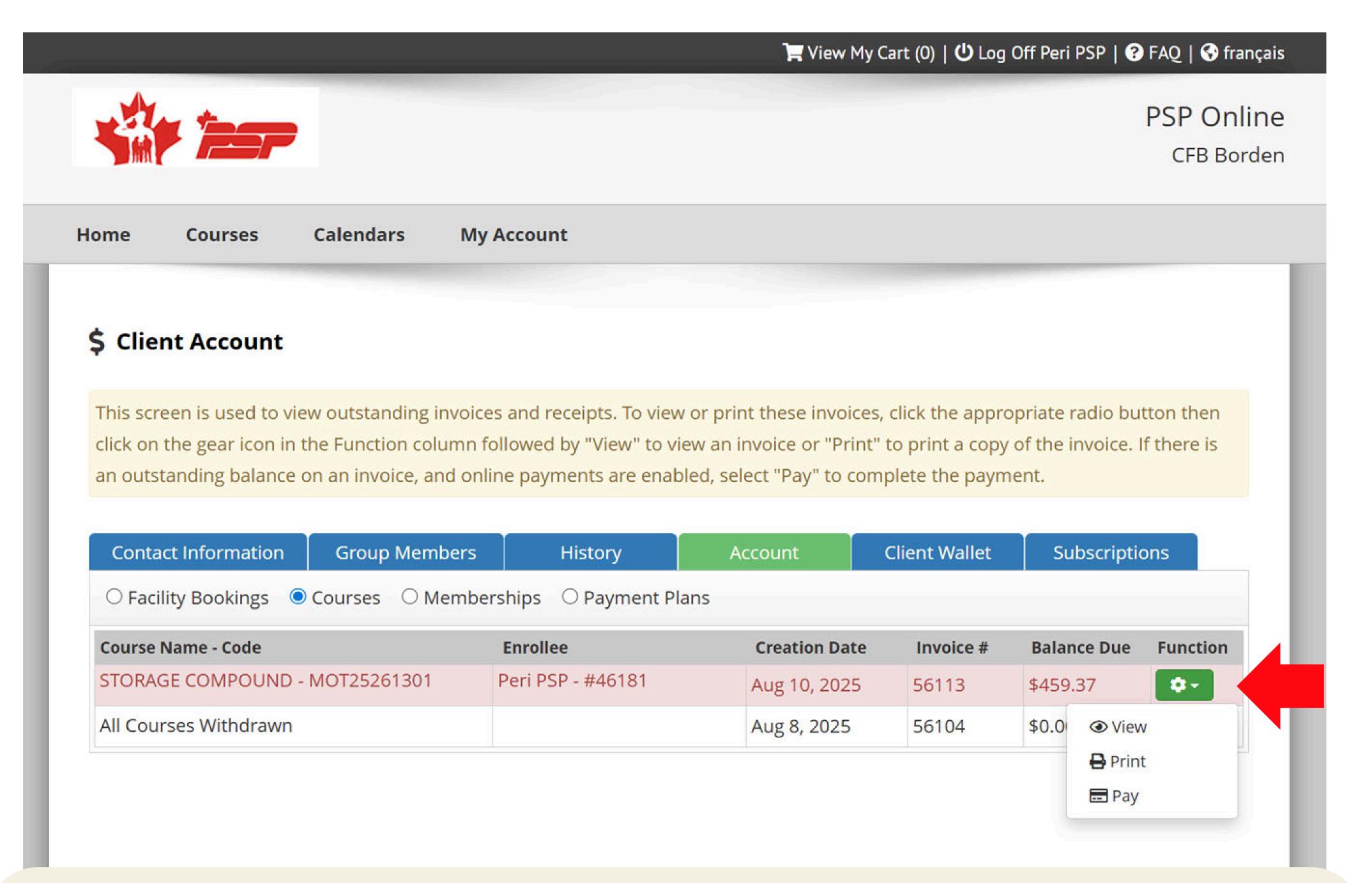
How to Pay an Invoice on PSP Online

Go to https://bkk.cfmws.com/bordenpub/ to access the PSP online home page for Borden and log in.

Select the My Account tab, and then select the Account tab. This will show all invoices for previous, withdrawn and current programs. Paid invoices will appear in green and unpaid invoices will appear in red.

PSP Online
CFB Borden

Home   Courses   Calendars   My Account

$ Client Account

This screen is used to view outstanding invoices and receipts. To view or print these invoices, click the appropriate radio button then click on the gear icon in the Function column followed by "View" to view an invoice or "Print" to print a copy of the invoice. If there is an outstanding balance on an invoice, and online payments are enabled, select "Pay" to complete the payment.

| Contact Information | Group Members | History | Account | Client Wallet | Subscriptions |

○ Facility Bookings   ● Courses   ○ Memberships   ○ Payment Plans

Course Name - Code	Enrollee	Creation Date	Invoice #	Balance Due	Function
STORAGE COMPOUND - MOT25261301	Peri PSP - #46181	Aug 10, 2025	56113	$459.37	⚙️▾
All Courses Withdrawn		Aug 8, 2025	56104	$0.0(	

👁 View
🖨 Print
💳 Pay

Click the green gear wheel next to the desired course to view the invoice, print the invoice or to pay the invoice online. If you select pay the invoice, it will move you to the payment screen.

Borden

Review Your Order

#
135472

Quantity	Item	Unit		Price
1	Registration Module Payment - Invoice #56113	CAD 459.37	CAD	459.37
		Total	**CAD**	**459.37**

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Security Code

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.

Verification

I'm not a robot
reCAPTCHA
Privacy - Terms

Pay With Your Credit Card

Your private information is secured using TLS 1.2 (Transport Layer Security). All information is encrypted between your web browser and E-xact Transactions (Canada) Ltd.

Process your credit card payment. Once your payment is processed, please save or print your receipt for your records.