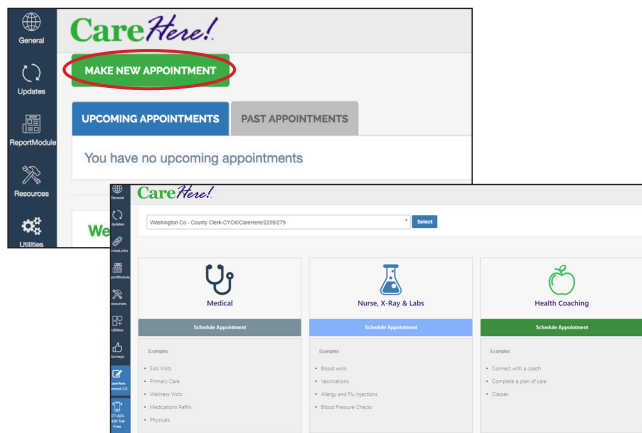




HOW TO SCHEDULE AN APPOINTMENT

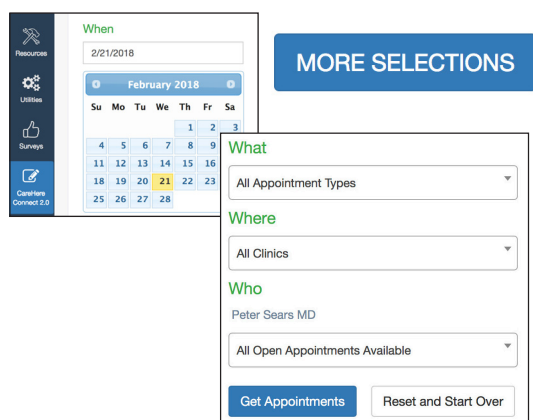


1 Click the green **Make New Appointment** button at the top of the screen. Choose the type of appointment you need to schedule.

Medical: Sick visits, primary care, medication refills, physicals

Nurse & Labs: Blood work, vaccinations, blood pressure checks

Health Coaching: Coach meeting, complete Plan of Care, classes



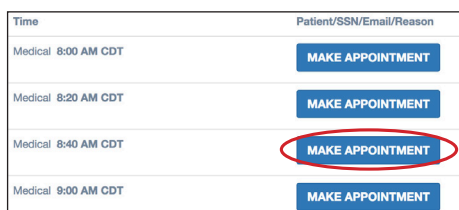
2 Let us know **When** you would like your appointment.

- Click the preferred date you'd like to be seen. Or to choose from a range of dates, click the blue **More Selections** button.

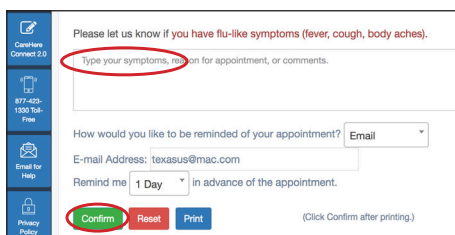
- With the **More Selections** button, you can also filter available slots with the **Where** and **Who** dropdowns.

Where: If multiple locations are available

Who: If you'd like to see a specific provider



3 Click **Get Appointments** & then choose an appointment time by clicking **Make Appointment**.



4 Type your symptoms, reason for appointment, or comments. If you'd like a reminder about your visit, choose text, e-mail or both. Then click **Confirm**.