Online Appointment User Guide

To Create an Appointment

- Click on **"Sign Up"** for the date and or location you prefer to create your appointment. A calendar and available time slots will appear. You can choose a date on the calendar to see if there are screenings available on the day you prefer.
- Choose a location from drop down box. This applies even if your employer has one location.
- Please note some events are only on one date per your employer site and you will need to choose the date that your employer is conducting the screening.
- Choose a time slot. You will automatically have a **"Create Account"** page appear. You will need to enter your name, date of birth, email, and create a password on this page.
- Make sure you check which contact preference box for notifications including appointment reminders you would like to receive. Updates can be sent to either text, phone or both.
- Once you have confirmed your information, you will be asked if you would like to make another appointment. You can proceed if you are only creating your own appointment, otherwise you will be asked to enter the additional participant's demographic information.
- You should receive a message upon completing this portion either by text or email if your preference was selected. This confirms the appointment.

To Cancel an Appointment

- You will need to log in to your account and click **"My Events"**.
- Click on **"Details"** and scroll to the bottom of the page.
- Click on **"Cancel Appointment"**
- You will be directed to a pop up that states **"Are you sure you want to cancel this appointment?"**
- Click **"Yes"**