

STEP 1 By clicking the link provided, you will be directed to the Clinic Participant login screen.

STEP 2 Returning Users:

Returning users will need to click on **Reset Password**.

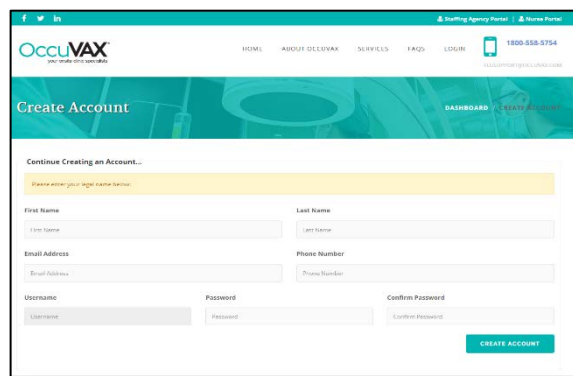
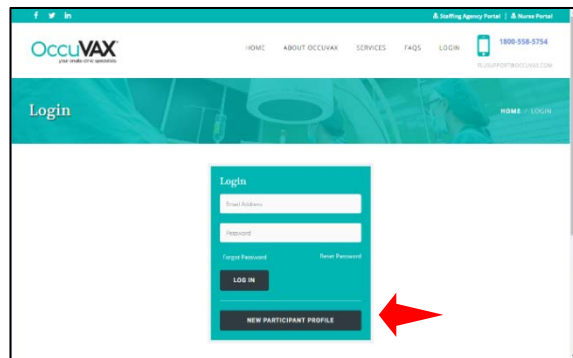
You will receive an email instructing you to reset your password. Click **Reset Password**. Create a new password, click **RESET PASSWORD**, you will be automatically taken back to the **LOGIN** screen. Proceed to **Step 4**.

- OR -

STEP 2 New Users:

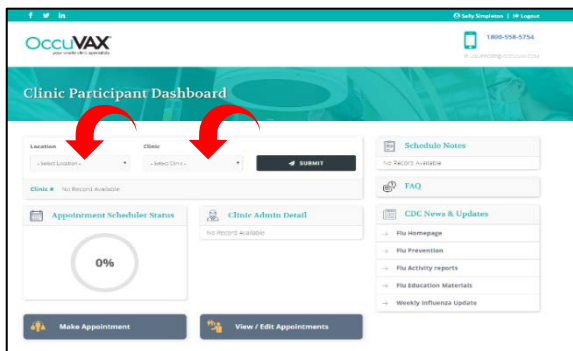
New users will need to set up a profile.

Click on **NEW PARTICIPANT PROFILE**. (Once you have your initial profile set up, you will be able to log in directly from the OccuVAX website at www.occuvax.com)



STEP 3 You will complete an account/profile by completing the requested information. NOTE: Phone number is not required. Do not use dashes or other characters if entering a phone #.

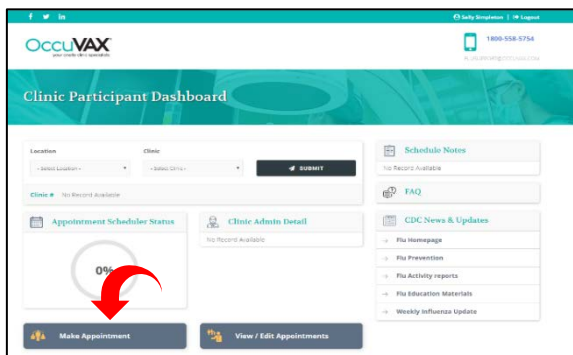
Click **CREATE ACCOUNT**.



STEP 4 The next screen you will see is your Dashboard.

This is where you can select a clinic location and date to see an overview of the clinic's scheduling status and the assigned Clinic Administrator.

Select the Location, then select the clinic. Click **SUBMIT**.



STEP 5 To schedule an appointment, Select **MAKE APPOINTMENT**

1. Select Clinic

Search

Clinic Date From: Clinic Date To: City: State: Zip Code:

Clinic Date	Clinic Time	Health Services	Appointment Booked	Appointment Available
08/02/2019	10:00 AM - 12:00 PM	(Flucelvax Quadrivalent)	5	25

STEP 6 A list of all scheduled clinic locations, organized alphabetically by city, will be displayed. Click in the circle next to the desired location, date, and time, then click **CONTINUE**.

2. Enter Participant Details

Relationship:

First Name: Last Name:

Phone Number: Email:

CONTINUE

STEP 7 Enter the details of the individual receiving the vaccination. When selecting “Self” for Relationship, the information will auto populate. Click **CONTINUE**.

3. Select Your Health Service(S)

Flucelvax Quadrivalent

CONTINUE

STEP 8 Select the vaccine offered by your company – Flucelvax Quadrivalent. Click **CONTINUE**.

4. Select Appointment Time

10:00 AM - 10:03 AM

STEP 9 Select desired clinic appointment time (Appointments are every 3 minutes)

Click **SCHEDULE APPOINTMENT**

THANK YOU

YOU WILL RECEIVE AN EMAIL WITH YOUR SCHEDULED APPOINTMENT DETAILS * REMEMBER TO ADD YOUR SCHEDULED APPOINTMENT TO YOUR CALENDAR *****

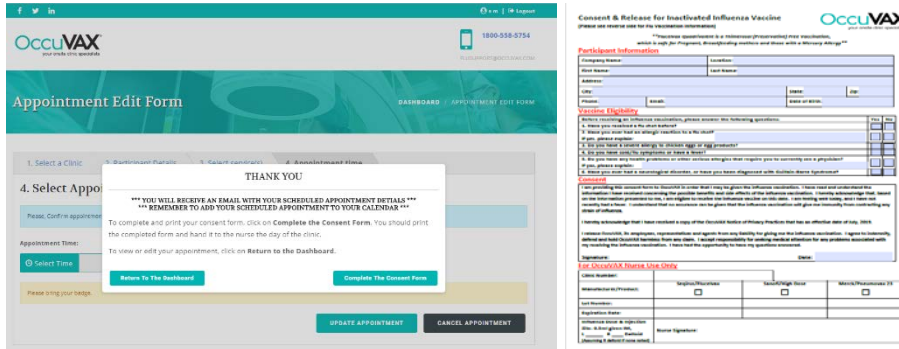
Return to the Dashboard

You will receive an immediate notification letting you know your appointment is scheduled. You will also receive an email with your appointment details. This appointment can be added to your calendar system.

You can return to the Dashboard by clicking on **“Return to the Dashboard”**.

If your location is utilizing the tablet, you will complete the consent form with the nurse on the tablet the day of the clinic.

If your location is NOT utilizing the tablet, you will have the option to complete the consent form now. Select **Complete The Consent Form**, the consent form will open as a PDF file. Complete the consent form by answering the required questions, when finished you can print or save. Be sure to bring your completed consent form to the clinic. This will help the clinic run more efficiently.

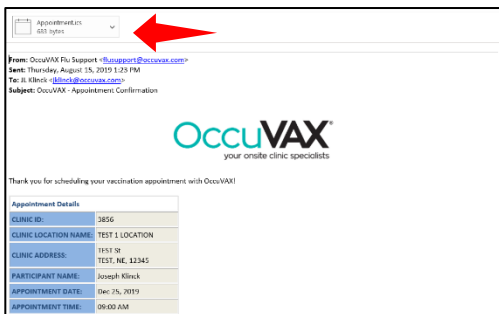


To exit out of any screen, you can always click on the **DASHBOARD** in the top right of your screen.

To view or edit your appointment, go back to your Dashboard and select **View/Edit Appointments**.

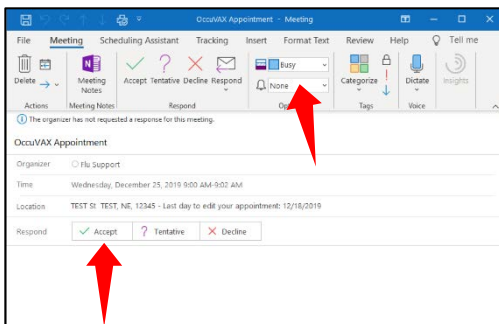
HOW TO ADD THE APPOINTMENT TO YOUR CALENDAR:

To add the appointment to your calendar:



Right click on the attachment in the email you received

- Select "Open" from the list of options
- Select "Yes" to accept adding the appointment to your calendar



Select "Accept" to complete the process

- You can also set an optional reminder notification at this time

PLEASE NOTE: If you change or delete your appointment online, remember to update your calendar. Also, changing or deleting your appointment from your calendar does NOT update your appointment on the scheduler.