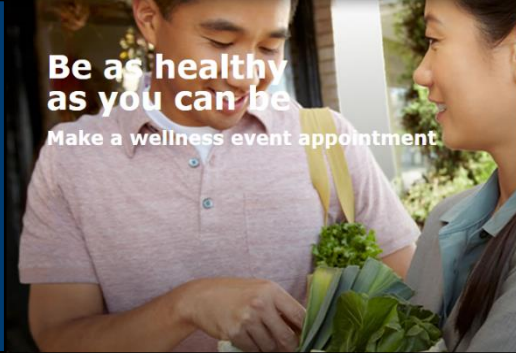


# Kaiser Permanente Wellness Event Online Scheduler STEP-BY-STEP INSTRUCTIONS



Be as healthy  
as you can be  
Make a wellness event appointment.

A screenshot of the Kaiser Permanente wellness event online scheduler interface. The top section is titled "New users" and includes a "Enter Signup Code" field and a "Submit" button. Below this is a message: "Can't find your signup code? No problem, just call us at 1-877-366-7483 with your company name, and we'll send the code to you." The bottom section is titled "Returning users" and includes "Email" and "Password" fields, a "Submit" button, and two links: "Don't have an email address?" and "Forgot your password?".

**Follow these steps to sign up for a wellness event at your worksite**

**Employer:**  
**Event Date:**

## New Users – Create an Account & Schedule an Appointment

### 1. Create a Secure Account

- Go to the customer link provided to you e.g.; [www.kp.org/wellnessevent/\\_\\_\\_\\_\\_](http://www.kp.org/wellnessevent/_____)
- Complete the registration page and click “Save & Continue”
- You will receive a confirmation email - click on the link to confirm your account
- Create your password
- Accept (or decline) the agreement for sharing your personal information

### 2. Schedule an Appointment

- Select an event by clicking “Choose Event”
- Choose the location, date, and time that works best for you and click “Schedule”
- You’ll land at the “Manage my Event” page where you can view your appointment details, add the event to your electronic calendar, make changes to your appointment, and access wellness resource

### 3. Browse Wellness Resources

- Once your appointment has been scheduled, you can access the wellness resources under the “Wellness Resources” tab, or click on buttons in the right margin

**All participants benefit from registering for an appointment!**

- Spend less time waiting to receive health services
- Registering will ensure that you receive the health services being provided
- Friendly email reminders will help you schedule the event in to your work day

## Returning Users – Schedule, View or Change Your Appointment

### 1. Login

- Go to [kp.org/wellnessevent](http://kp.org/wellnessevent)
  - Enter your email address and password under “Returning users” and click “Submit”
- \*Note\* If you forgot your password and have an existing account, please click on “Forgot your password”

### 2. Schedule, View or Change Your Appointment

- You’ll land on the “Manage My Events” page
- From here, you can schedule, view or change your appointment details, add the event to your electronic calendar, and access wellness resources

### 3. Browse Wellness Resources

- Check out the wealth of Kaiser Permanente wellness resources under the “Wellness Resources” tab, or click on buttons in the right margin