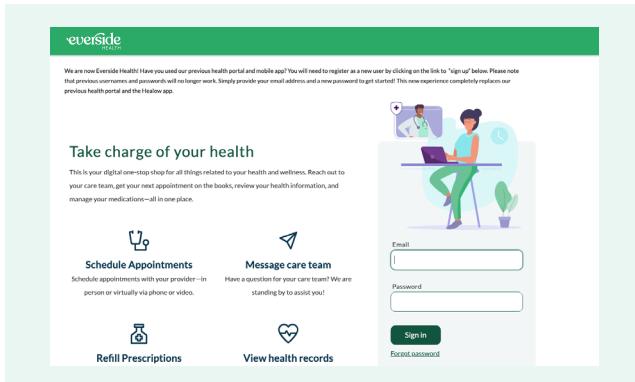


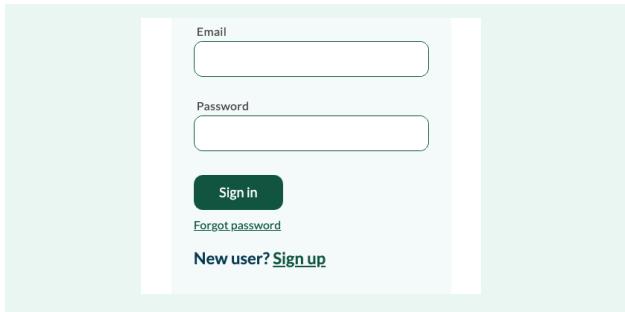
# How to schedule an appointment online

## 1. Visit the Patient Portal at

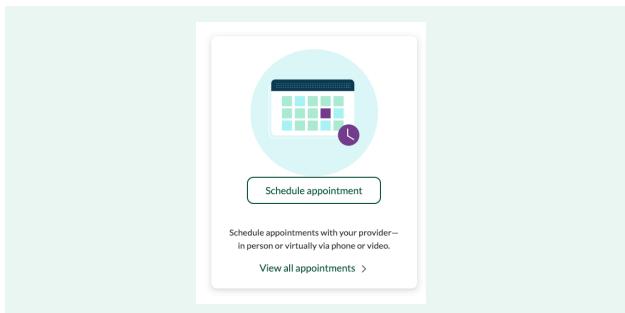
[members.eversidehealth.com](https://members.eversidehealth.com)



## 2. If you have not created an account, click on "Sign Up". If you have created an account, log in using your username and password.



## 3. From the Home Page, click on "Schedule Appointment".

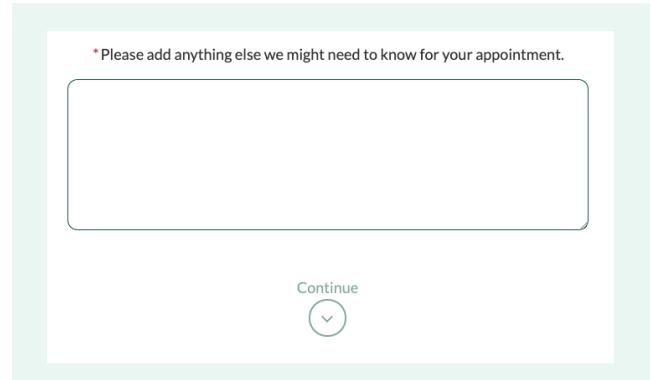


## 4. Choose the reason for your appointment.

*\* If you are a new patient and need to be seen for your first appointment, choose "Annual Physical".*



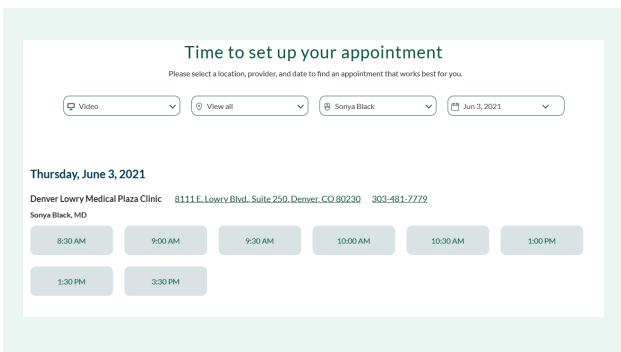
## 5. Add any additional notes to your appointment for your provider (i.e. Flu Shot, Diabetes management, etc.) and click "Continue".



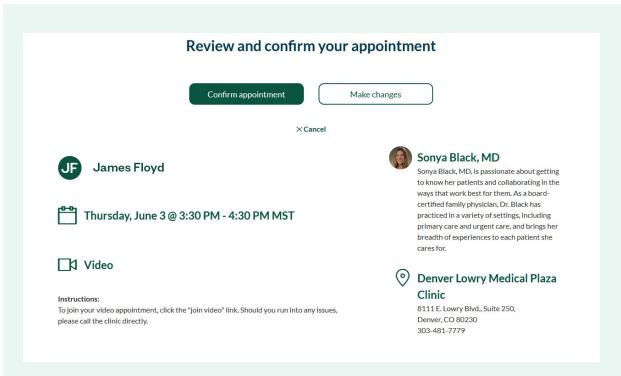
6. Choose the visit type in which you would like to have an appointment. \*If you are being seen for an Employer Wellness Exam or require bloodwork, please choose "In Person".



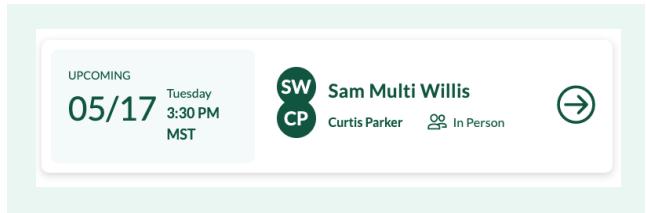
7. This will show the provider's first available date and time. Select the option that works best for you. \*To see additional appointments, select a different date, location, or provider and click "Apply Filters".



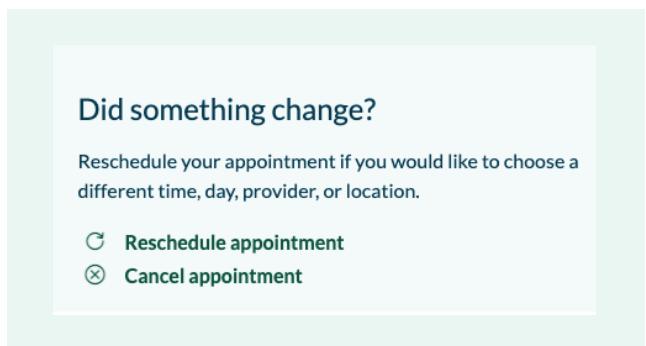
8. Review and confirm your appointment, or make changes to your appointment as necessary.



9. You can cancel or reschedule your appointment at any time by visiting the Home Page and clicking on your Upcoming Appointment.



10. If you would like to reschedule, you will be prompted to choose a new date and time for your appointment. If you would like to cancel, choose "Cancel Appointment" and confirm the cancellation.



## Questions?

Contact Member Services at 1-866-808-6005 or [memberservices@eversidehealth.com](mailto:memberservices@eversidehealth.com)