



APPOINTMENT PLUS SCHEDULING GUIDE

GETTING STARTED

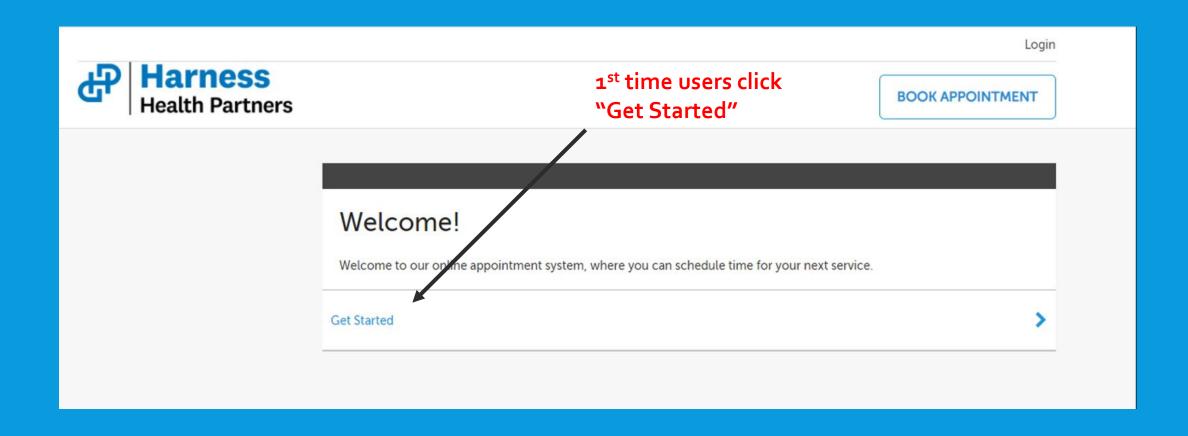
To schedule weekly COVID-19 testing, login to the secure <u>Vaccination Document Portal</u> to access the Harness Health Partners Appointment Plus scheduling tool.

Use Chrome or Firefox to access the scheduler.

*Internet Explorer is <u>not</u> compatible with this service.

Employees should refrain from eating, drinking or smoking at least 30 mins. before taking the COVID19 test. (This includes chewing gum/candy and brushing teeth.)

"WELCOME" SCREEN



Select a date and time for your testing

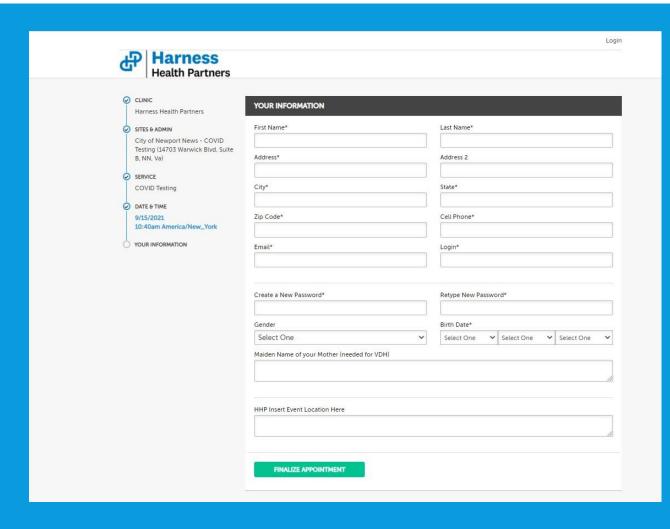
Login



Harness Health Partners SITES & ADMIN City of Newport News - COVID Testing (14703 Warwick Blvd, Suite B, NN, Va) ✓ SERVICE **COVID Testing** O DATE & TIME

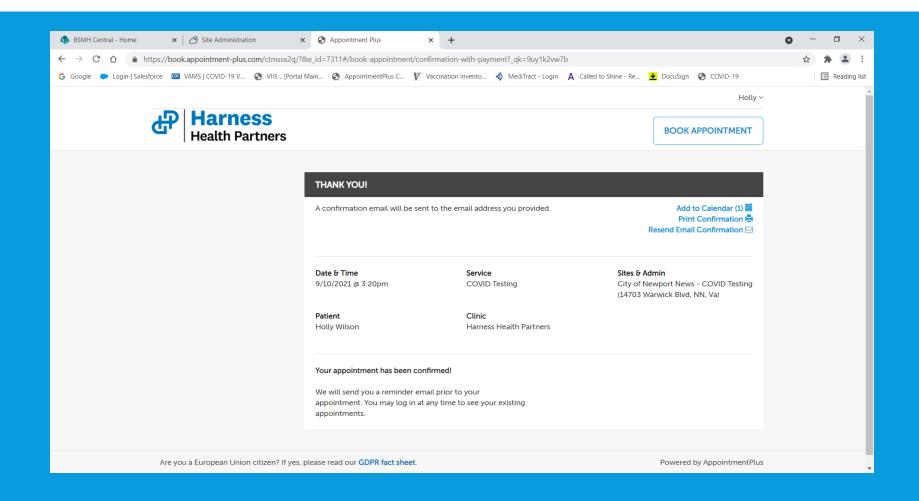
September 15 - 21 🗂				Next 5 Days 3
Wed 9/15	Thu 9/16	Mon 9/20	Tue 9/21	
10:40лм	8:20 _{AM}	8:00 _{AM}	9:00 _{AM}	
11:00 _{AM}	9:40ам	8:20 _{AM}	9:20 _{AM}	
12:00рм	10:00ам	8:40 _{AM}	9:40 _{AM}	
12:20рм	10:20 _{AM}	9:00ам	10:00ам	
1:00рм	10:40ам	9:20 _{AM}	10:20 _{AM}	
1:20рм	11:00ам	9:40ам	10:40ам	
1:40рм	11:20 _{AM}	10:00 _{AM}	11:00ам	
2:00рм	11:40 _{AM}	10:20 _{AM}	11:20 _{AM}	
2:20рм	12:40рм	10:40 _{AM}	11:40ам	
2:40рм	1:00рм	11:00ам	12:00рм	
3:00рм	1:20рм	11:20 _{AM}	12:20рм	
3:20рм	1:40 _{PM}	11:40 _{AM}	1:20рм	

SAMPLE REGISTRATION FORM

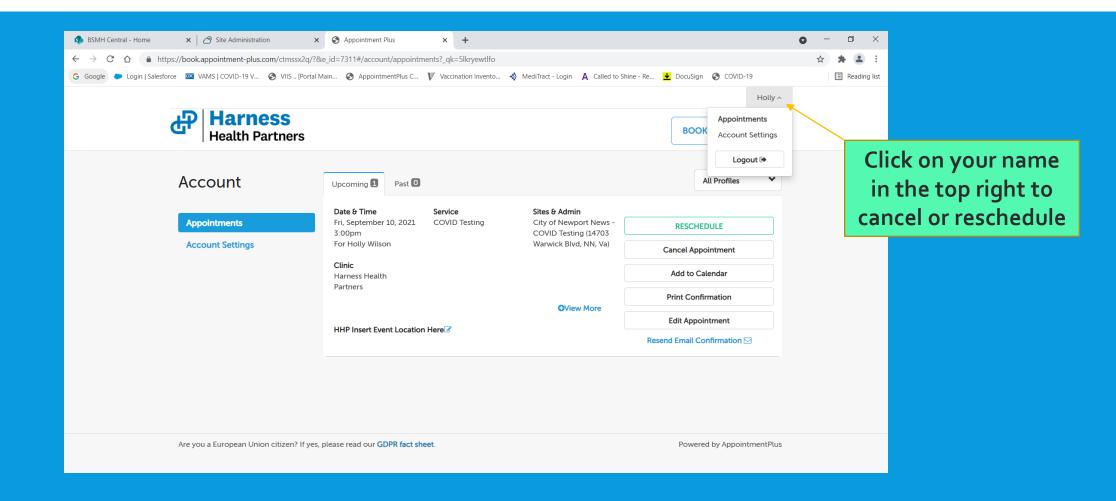


- ✓ Complete the required "Your Information" Section
- ✓ Required fields are identified with an "*"
- ✓ Create a personal "Login" and "Password"
 - *Please document the user name and password created and store it in a safe place for future appointment scheduling needs.
- ✓ Click "Finalize Appointment"
- ✓ Write down you

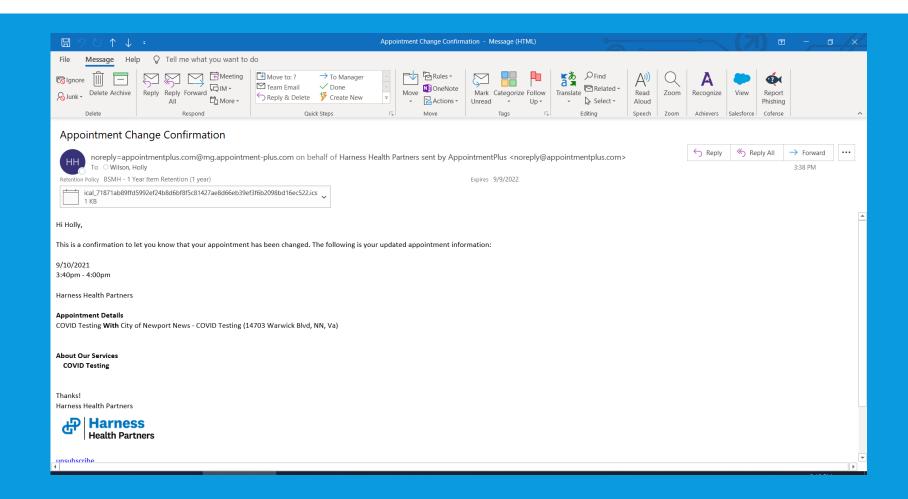
SAMPLE CONFIRMATION



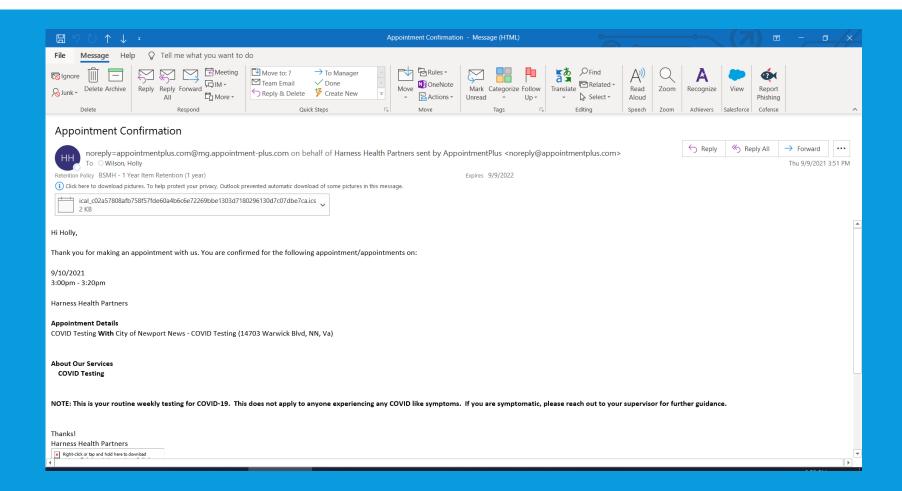
TO RESCHEDULE OR CANCEL



SAMPLE CONFIRMATION E-MAIL



REMINDER E-MAIL



LOGIN AND TECHNICAL QUESTIONS?

Emails will be responded to within one (1) business day.

GENERAL COVID-19 CITY POLICY QUESTIONS

COVID-19 Resources and FAQs

For questions not addressed in the Resources and FAQs, please email the HR COVID Care Team.