# How to Book an Appointment

Quickly and easily book an appointment on the patient portal:

https://www.youtube.com/embed/q93yBSAuHP4?si=B_DDOrvY1N5Y0oNQ

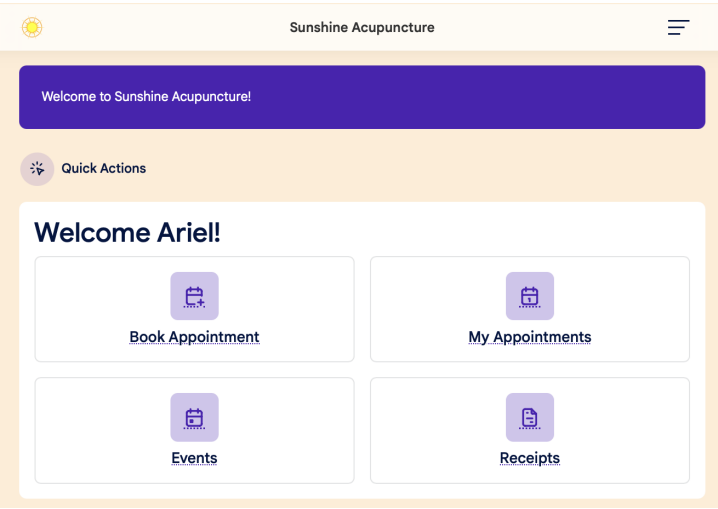
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## Step 1:

Sign in to your patient account with your Username and Password

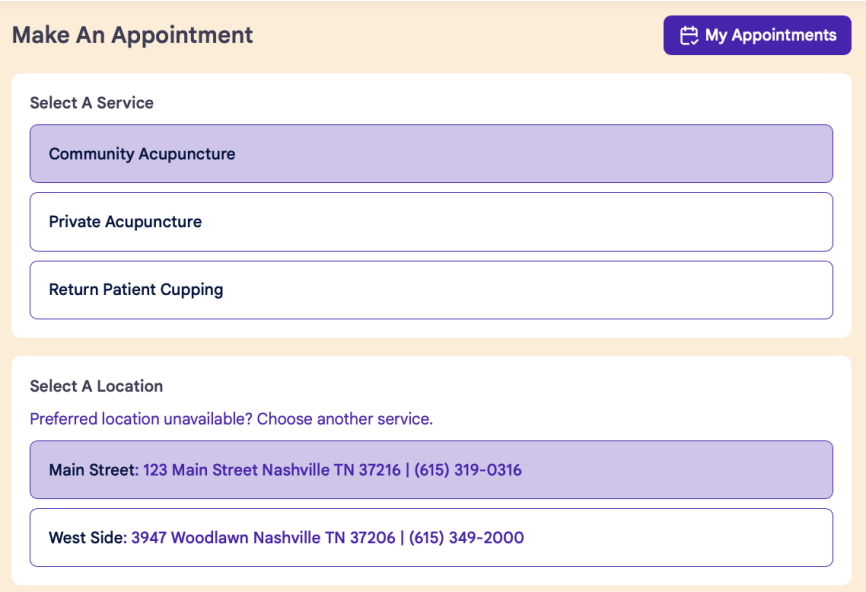
## Step 2:

Click the Book Appointment button on the Dashboard:



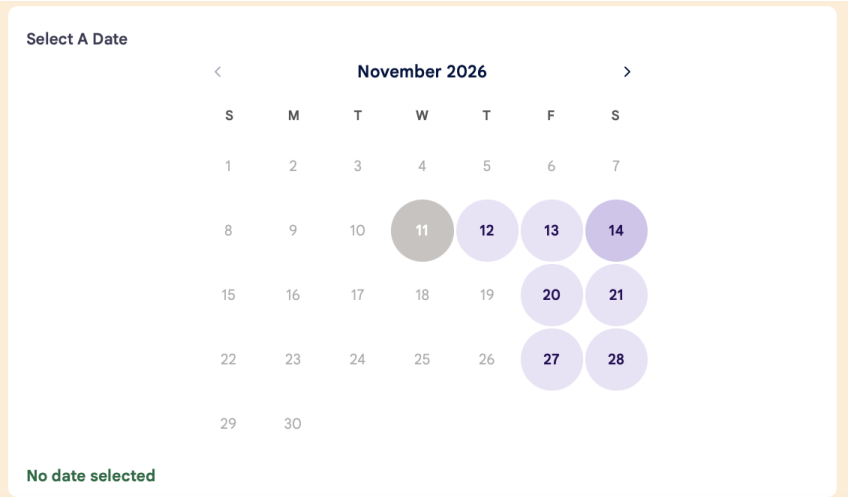

## Step 3:

Use the dropdown menu to select your Service and Location. If only one selection is available, it will automatically be highlighted:



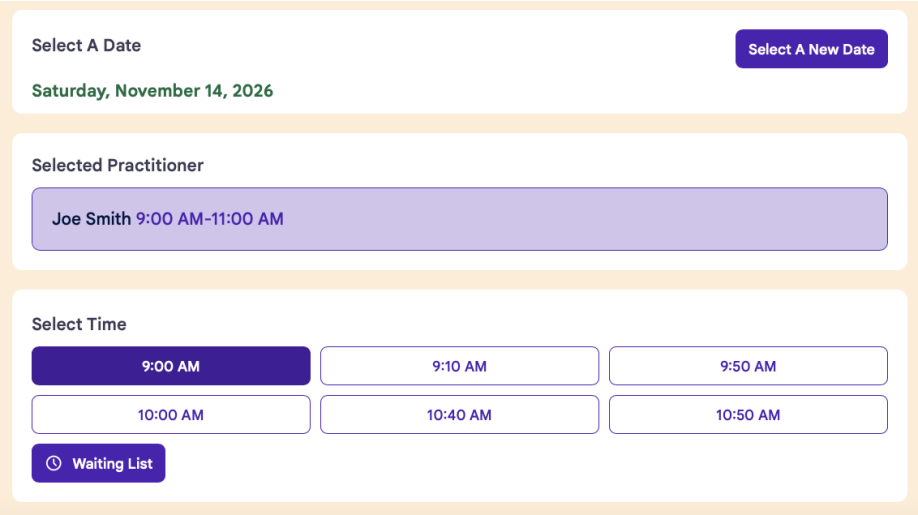

# Step 4:

Select your date on the calendar:




# Step 5:

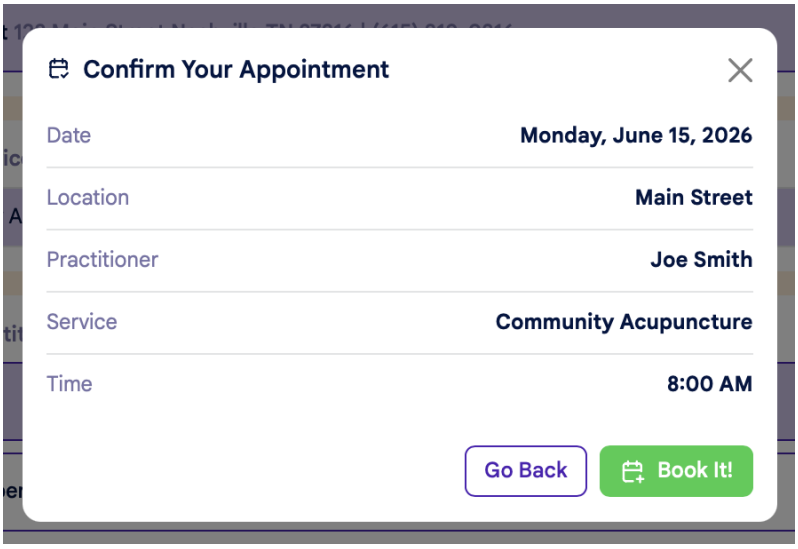
Select your Practitioner and time:



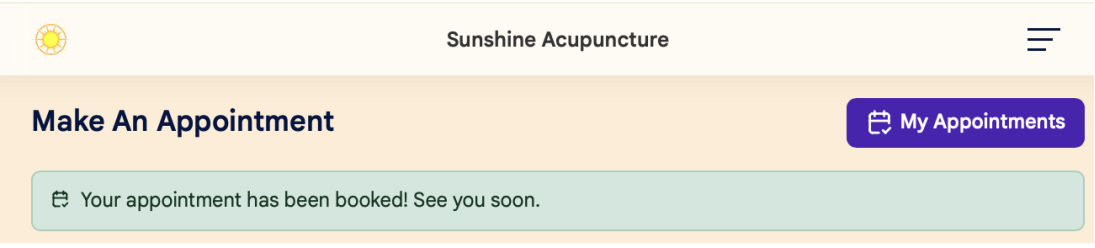

# Step 6:

Once you've selected a time, you'll see a popup window to confirm your appointment.

- Click "Book It!" to complete your booking
- Click "Go Back" to return to scheduling




**Your appointment is now booked! You'll see a confirmation message at the top of the screen:**



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