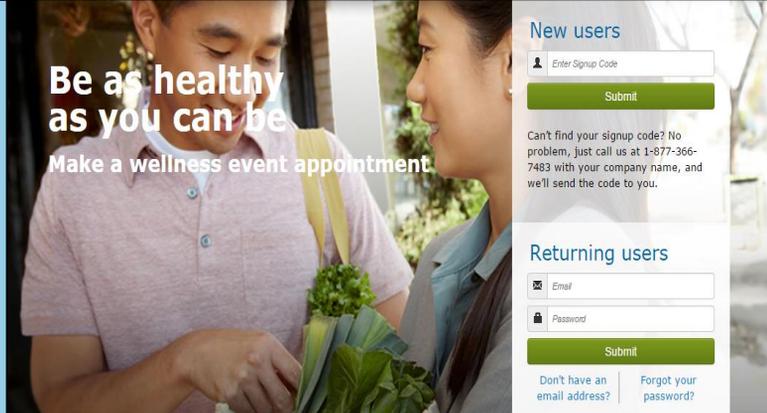


# Kaiser Permanente Wellness Event Online Scheduler STEP-BY-STEP INSTRUCTIONS



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

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

### **1. Create a Secure Account**

- Go to [kp.org/wellnessevent](http://kp.org/wellnessevent)
- Enter your signup code under “New users” and click “Submit”
- Complete the registration page and click “Save & Continue”
- You will receive a confirmation email - click on the link in it to finish setting up your secure 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”
- Enter your worksites zip code and then 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 resources

### **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

## **Returning Users – 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”

### **2. View or Change Your Appointment**

- You'll land on the “Manage My Events” page
- From here, you can view appointment details, add the event to your electronic calendar, make changes to your appointment, 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