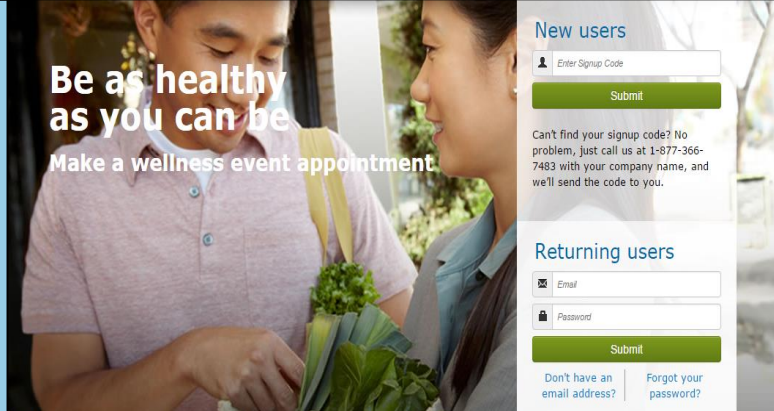


Kaiser Permanente Wellness Event Online Scheduler STEP-BY-STEP INSTRUCTIONS



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
- 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
- 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