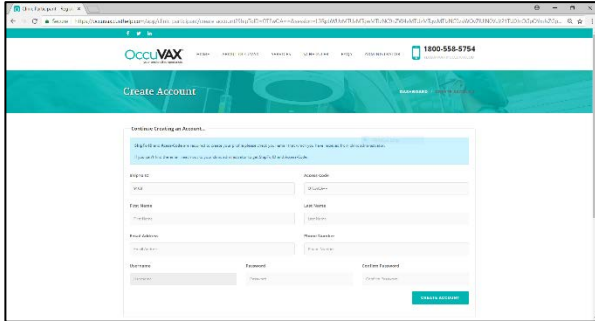
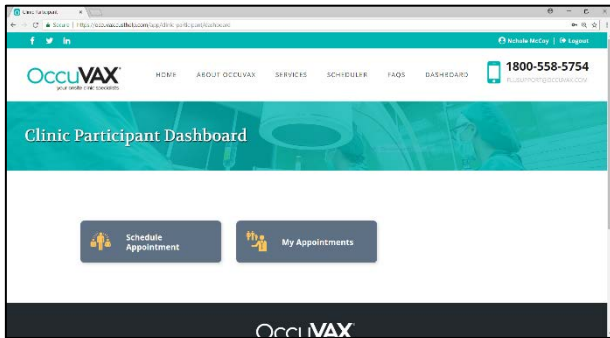


**STEP 1** By clicking the link provided, you will be directed to the Clinic Participant login screen

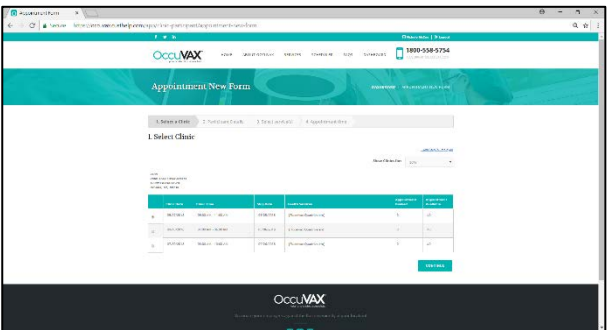
**STEP 2** Click on **CREATE YOUR PROFILE**. (Everyone is considered a new user. Once you have your initial profile set up, you will be able to log in directly from the OccuVAX website)



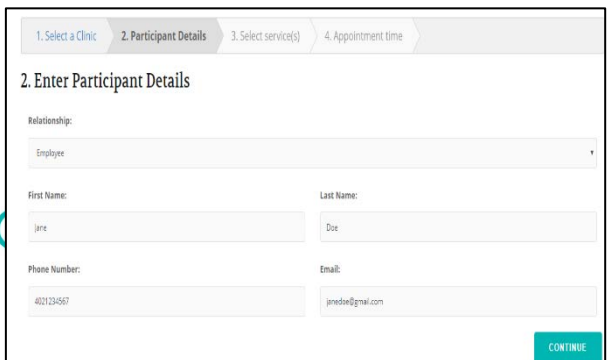
**STEP 3** You will complete an account/profile. Click **CREATE ACCOUNT**



**STEP 4** Select **SCHEDULE APPOINTMENT**



**STEP 5** A list of all scheduled clinic locations, organized alphabetically by city, will be displayed. Select the desired clinic location, date and time, then click **CONTINUE**



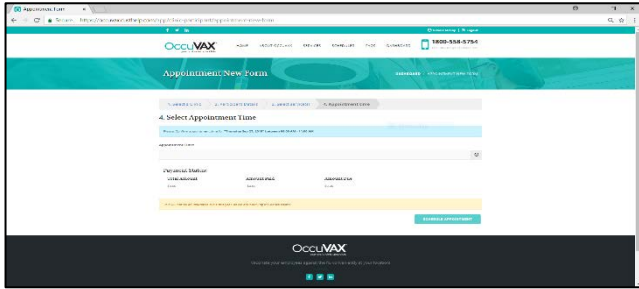
**STEP 6** You will enter the details of the individual receiving the vaccination, then click **CONTINUE**

- If applicable, Individual appointments for other eligible family/dependents participants can be schedule at this time

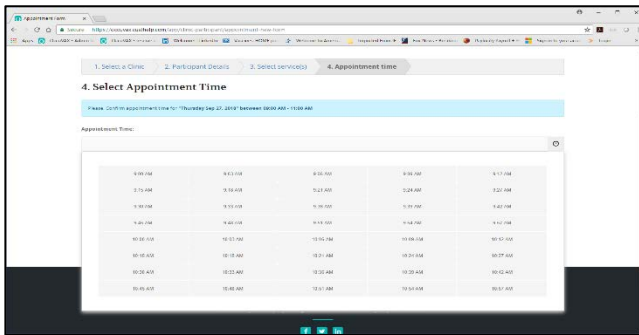
# Online Scheduler Instructions



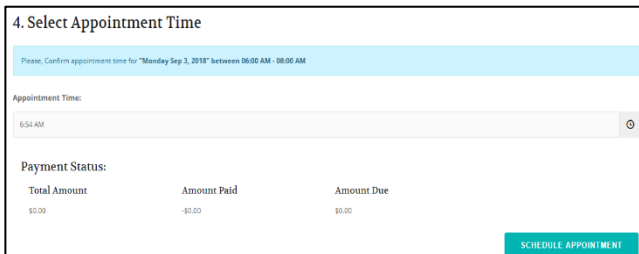
**STEP 7** You will select the vaccine offered by your company – Flucelvax Quadrivalent, then click **CONTINUE**.



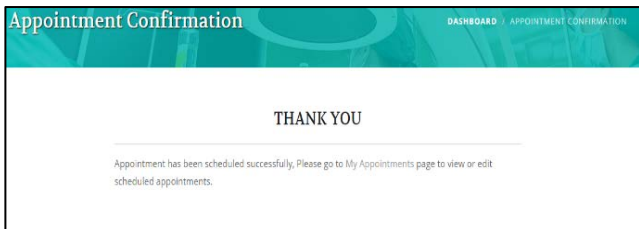
**STEP 8** To select an appointment time, Click on the **Time Clock**



**STEP 9** Select desired clinic appointment time (Appointments are every 3 minutes)



**STEP 10** The scheduled appointment will be viewable under the Appointment Time. Click **SCHEDULE APPOINTMENT**



You will receive an email confirmation showing your scheduled appointment details

To view/edit scheduled appointments or to add an appointment for a spouse, click on the **DASHBOARD**, then **MY APPOINTMENTS**, then return to **Step 4**