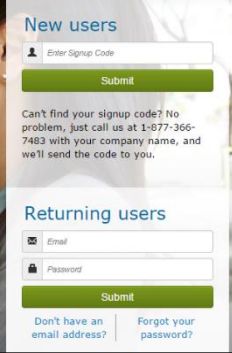
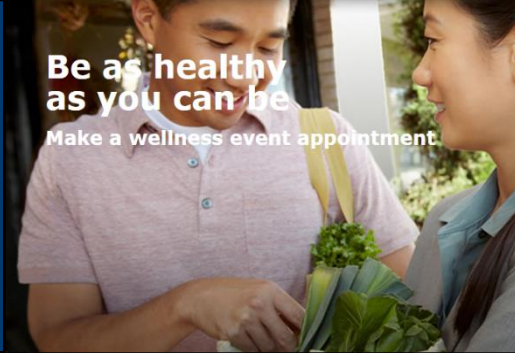


Kaiser Permanente Wellness Event Online Scheduler STEP-BY-STEP INSTRUCTIONS



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

Employer:	County of Sonoma
Event Date:	10/29/19 and 11/7/19
Signup Code:	sonoma

New Users – Create an Account & Schedule an Appointment

1. Create a Secure Account

- Go to kp.org/wellnessevent
- Enter your signup code from above, under “New users” and click “Submit”
- Complete the registration page and click “Save & Continue”
- You will receive a confirmation email - click on the link to confirm your 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”
- 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 resource

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

All participants benefit from registering for an appointment!

- Spend less time waiting to receive health services
- Registering will ensure that you receive the health services being provided
- Friendly email reminders will help you schedule the event in to your work day

Returning Users – Schedule, View or Change Your Appointment

1. Login

- Go to kp.org/wellnessevent
 - Enter your email address and password under “Returning users” and click “Submit”
- *Note* If you forgot your password and have an existing account, please click on “Forgot your password”

2. Schedule, View or Change Your Appointment

- You’ll land on the “Manage My Events” page
- From here, you can schedule, view or change your appointment details, add the event to your electronic calendar, 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