1. Log in to MyChartPlus.org on your computer or mobile device.
2. Do you have a MyChartPLUS account?
   a. If No, proceed to step #3.
   b. If Yes, proceed to step #9 on Page 4 to view instructions for
      scheduling an appointment through the MyChartPLUS website
      (mychartplus.org). **Start on Page 11, to view instructions for
      scheduling an appointment through the MyChartPLUS mobile
      app.**
3. If you do not have an account, click the Sign Up Now button in the bottom
   right corner.

Proceed to Step 4>>>>>>>>>>>>>>>>>>>>
4. Click the Sign Up Online button in the bottom right corner.

5. Complete all required fields indicated with a red asterisk (*) on the next screen.
6. Create a username and password.

7. Set up email notifications and sign in.

8. Accept terms and conditions of use for MyChartPLUS.

Proceed to Step 9. This is where you start if you already have a MyChartPlus account.
If you already have a MyChartPlus account, start here!

9. Log in to MyChartPlus.org. If you have forgotten your user name and/or password, follow the prompts to reset them. Once you are logged into the MyChartPLUS website, select the **Schedule an Appointment** button from the sidebar. If you do not see the sidebar, hover over the **Visits** button and select **Schedule an Appointment**.

10. Under “Tell us why you’re coming in,” select **COVID Vaccination first dose (eligible populations only)**.

Proceed to Step 11>>>>>>
11. Answer the questions and click **Continue**.

![A couple of questions]

12. If one of your responses indicates that you are ineligible to receive a vaccine, you will receive an error message similar to the one below.

![Appointment Cannot be Scheduled]

**Proceed to Step 13>>>>>***
13. If you indicate you have a history of a prior severe allergic reaction from the question “Do you have a history of prior severe allergic reaction requiring the use of an epinephrine auto-injector (e.g. Epi-Pen®) or have you been prescribed an epinephrine auto-injector in the past?” you will not be able to schedule your appointment through MyChartPLUS.

14. After answering all scheduling questions, select a location(s) to view available appointments.

15. If prompted to select a provider, click **Any provider**.

Proceed to Step 16 >>>>>>>>
16. Select an appointment date and time. You can filter by time of the day and day of the week by selecting the **Filter times** button.

17. Verify personal information is up-to-date by clicking **This Information is Correct** or editing it by clicking the **Edit** button.

Proceed to Step 18>>>>>>
18. Verify insurance information is up-to-date by clicking **This Information is Correct**. If there is no insurance information on file, click the **Add a Coverage** button. If there is existing information on file but it needs to be updated or removed, click the **Update** or **Remove** buttons.

19. Confirm appointment details then click **Yes, Schedule It!**

Proceed to Step 20>>>>>
20. Confirm appointment details on the next page by clicking the Confirm button.

21. Complete eCheck-in by clicking the eCheck-in button. eCheck-in is available up to 30 days before an appointment at a COVID vaccine clinic.

Proceed to Step 22
22. In eCheck-in, verify your personal and insurance information by clicking the **This information is correct** button and selecting **Next**.

23. Review and sign the consent documents on the next page. eCheck-in cannot be completed until the consent documents are signed.

Click **Submit** to complete eCheck-in

Proceed to instructions for making your appointment on the MyChartPlus mobile app>>>>>
MyChartPlus Mobile App

1. Once you are logged in to the MyChart mobile app, press the **Appointments** button.
2. Press **Schedule an appointment**.

3. Under “Tell us why you’re coming in,” press **COVID Vaccine First Dose (Health Care Workers Only)**.
4. Answer the questions and click **Continue**.

5. If one of your responses indicates that you are ineligible to receive a vaccine, you will receive an error message similar to the one below.
6. If you indicate you have a history of a prior severe allergic reaction from the question “Do you have a history of prior severe allergic reaction requiring the use of an epinephrine auto-injector (e.g. Epi-Pen®) or have you been prescribed an epinephrine auto-injector in the past?” you will not be able to schedule an appointment through MyChart.

7. After answering all scheduling questions, select a location(s) to view available appointments.
8. If prompted to select a provider, click **Any provider**

9. Select an appointment date and time. You can filter by time of the day and day of the week by opening the **Search Options** menu and selecting the **Filter times** option. Note the disclaimer that displays above the available appointments if the user reported a history of severe allergies. This will not display for users who answered “no” to that question.
10. Verify personal information is up-to-date by pressing **This Information is Correct** or editing it by pressing the **Edit** button. After pressing **This Information is Correct**, press **Next**.

11. Verify insurance information is up-to-date by pressing **This Information is Correct**. If there is no insurance information on file,
press the **Add a Coverage** button. If there is existing information on file but it needs to be updated or removed, press the **Update** or **Remove** buttons. After pressing **This Information is Correct**, press **Next**.

12. Confirm appointment details, then press **Yes, Schedule It!**

13. Confirm appointment details on the next page by pressing the **Confirm** icon.

15. Complete eCheck-in by pressing the **eCheck-in** icon. eCheck-in is available up to 30 days before an appointment at a COVID vaccine clinic.
16. In eCheck-in, verify your personal and insurance information by pressing the This information is correct button and selecting Next.
17. Review and sign the consent documents on the next screen. eCheck-in cannot be completed until the consent documents are signed.

Please review and address the following documents.

**COVID-19 Vaccination Clinical Consent (E-Sig)**
Not Signed Yet
REVIEW AND SIGN

**COVID-19 Vaccination HHC Disclosure (E-Sig)**
Not Signed Yet
REVIEW AND SIGN

Once this step is completed, documents will be submitted for clinic review.

18. Click **Submit** to complete eCheck-in.