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 12, 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.

Proceed to Step 6>>>>>>>>>
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 Vaccine First Dose (Health Care Workers Only)**.

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

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

Proceed to Step 13>>>
13. Your response to the “Do you work in an Ambulatory/Outpatient practice or one of the acute care sites?” will determine which vaccine clinics you see.

14. 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 see a disclaimer to consult with your physician prior to obtaining the COVID-19 vaccine but will still be able to schedule an appointment.

Proceed to Step 15>>>>>
15. After answering all scheduling questions, select a location(s) to view available appointments.

16. If prompted to select a provider, click Any provider.

Proceed to Step 17>>>>>>
17. 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. 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.

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

Proceed to Step 19>>>>>
19. 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.

20. Confirm appointment details and enter the most important thing you want addressed during this visit in the free text field (e.g., COVID vaccine), then click **Schedule**.

Proceed to Step 21>>>>>>
21. Confirm appointment details on the next page by clicking the **Confirm** button.

22. 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 23>>>>>>**
23. In eCheck-in, verify your personal and insurance information by clicking the **This information is correct** button and selecting **Next**.

![eCheck-in personal information verification screen](image)

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

![Review and sign consent documents](image)

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 into 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 this error message.
6. Your response to the “Do you work in an Ambulatory/Outpatient practice or one of the acute care sites?” will determine which vaccine clinics you see.

7. 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 see a disclaimer to consult with your physician prior to obtaining the COVID-19 vaccine but will still be able to schedule an appointment.
8. After answering all scheduling questions, select a location(s) to view available appointments.

WHICH LOCATIONS WORK FOR YOU?

- Any location
  Schedule at any available location.
- BH COVID VACC CLINIC
  326 Washington Street
  Norwich CT 06360-2749
- CH COVID VACC CLINIC
  640 Litchfield Street
  Torrington CT 06790-6079
- HH COVID VACC CLINIC
  80 Seymour Street
  Hartford CT 06102-8366
- HOCC COVID VACC CLINIC
  100 Grand Street
  New Britain CT 06050-2036

9. If prompted to select a provider, click **Any provider**
10. 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.
11. 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**.

12. 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**.

>>>>>>
13. Confirm appointment details and enter the most important thing you want addressed during this visit in the free text field (e.g., COVID vaccine), then press Schedule.
14. Confirm appointment details on the next page by pressing the Confirm icon.
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.

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