

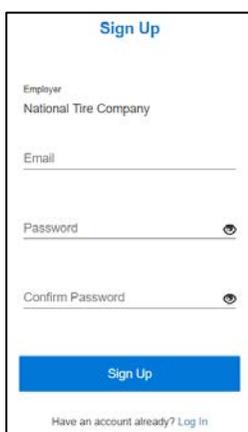
## Employee Create Account / Schedule Appointment

The instructions below describe how to create a MyIR account, add personal information, add a primary care provider and insurance information, schedule an appointment, answer questionnaire questions, reschedule an appointment, and cancel an appointment.

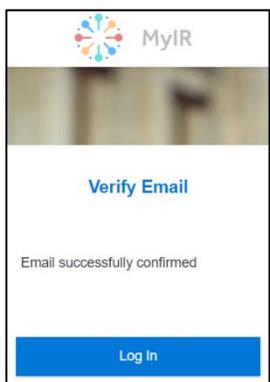
**NOTE:** You will need the event link provided by your company representative or the pharmacy.

### Create a New MyIR Account

1. Click the event link provided to you, or copy and paste it into a web browser. The MyIR Sign Up page opens with the employer name pre-populated.



2. To create a new MyIR account, enter your email address and a new password (and confirm the password), then click the **Sign Up** button. A message appears stating that a confirmation email was sent.
3. Once you receive the email asking you to verify your email address and complete your registration, click on the link in the email. On the Verify Email confirmation page that opens, click the **Log In** button.



4. Enter your email address and password on the Log In page, then click **Log In**.

### Log In to an Existing Account

1. Click the event link or copy and paste it into the web browser.
2. At the bottom of the Sign Up page, click the **Log In** link.
3. On the Log In page that opens, enter your email address and password and click the **Log In** button. (If you forget your password, click **I forgot my password** and follow the instructions.)

### Add Personal Information

1. After creating an account and logging on for the first time, the page that opens in MyIR is the page where you can enter your personal information. Each required field has a red asterisk (\*). If you enter your full street address in the Find Address field and select the correct pop-up address response, the remaining address fields will populate automatically. Continue adding information to at least the required fields.
2. Click the **I accept the terms and conditions** box, after which the **Continue** button appears. Click the button to go on to the next page.



### Schedule an Appointment

1. On the My Schedule page, select an address and a room if necessary. Available appointment times appear in **green**; click the appointment time of your choice. Click the **today**, **back**, and **next** buttons if needed to select a different day. You can also choose to view the calendar in month or week format (day format is the default).
2. Once you have selected an appointment time, a confirmation email is automatically sent. Scroll down to the bottom of the web page and click the **Next** button.

## Review Personal Information

Review your personal information and add additional details as necessary. See below for information on how to add a primary care provider. When finished reviewing your information, adding a primary care provider and/or adding insurance information, click **Next** at the bottom of the page.

## Add a Primary Care Provider

You can optionally add a primary care provider:

- Under Primary Care Provider, select the **Yes** option.
- Enter at least the provider's last name in the Search Primary Care field and click the magnifying glass icon.

- If matching providers are found, the Primary Care Provider Search Results pop-up window opens. If your provider is listed, select him/her in the list and click **Confirm**. If there are too many providers listed, click the **Back** button, enter additional information on the Advanced Primary Care Provider Search window, and click **Search**. Locate your provider in the list and click **Confirm**.

Primary Care Providers Search Results						
Last Name	First Name	NPI #	City	State	Zip/Postal	Select
MEHTA	KISHOR	1609878263	PEORIA	AZ	85381	<input type="radio"/>
MEHTA	GIRISH	1508854787	PEORIA	AZ	85381	<input type="radio"/>
MEHTA	STEVEN	1396716536	PRESCOTT VALLEY	AZ	86314-2245	<input type="radio"/>
MEHTA	RAJAL	1467421347	PHOENIX	AZ	85029-4751	<input checked="" type="radio"/>

- After selecting a Primary Care Provider and clicking **Confirm**, the magnifying glass icon on the form is replaced with a checkmark.

## Add Insurance Information

You can optionally add your insurance information. Scroll down and click **Next** when finished adding it (or if you decide not to add it).

## Answer Questionnaire Questions

After finishing the Review Personal Information page and clicking **Next**, the Questionnaire page opens. You can either answer the questions now or wait until after you print the form.

To print the form to take with you to your appointment, click the **Print Vaccination Request & Questionnaire** button at the bottom of the page. Locate your printer as needed and click **Print**.

After you print the form, you are returned to the My Appointment / Scheduled Appointment page. From there, you can cancel or reschedule your appointment as needed.

## Reschedule an Appointment

After scheduling an appointment, you can go back in at any time to reschedule it.

- Click the event link or copy and paste it into a web browser.
- Log in to MyIR.
- On the My Appointment / Scheduled Appointment page, click the **Reschedule Appointment** button.
- Change the appointment as needed, click the **Next** buttons, edit any information as needed, and click the **Print Vaccination Request & Questionnaire** button to print the new form to take with you to the appointment.

## Cancel an Appointment

After scheduling an appointment, you can go back in at any time to cancel it. Simply follow the rescheduling instructions above, but click **Cancel** instead and then follow the prompts.