We are so glad you have decided to sign up for our electronic reminder system!

Here are the few simple steps it takes to get started

Need help? Call the clinic! Our staff will set you up over the phone in a matter of minutes.

250-782-5616

# 1 Click the Manage your appointments button on Dcvet homepage



2 Click the New to Practice button to set up your online account

If you already have an online account, <u>skip to</u> <u>step 7</u>

Dawson	wson Creek Veterinary Clinic			
Welcom Self Sch Please sel	New Online User	New to the practice		Click here
		Already visited the practice	0	

3 Create your account: enter your phone number and the name of one of your pets.

Dawson Creek Veterinary	Clinic	Rooo^rt
Dawson Creek BC		

#### **Account Creation**

In order to create your online account, we need to identify your existing record in our database. We will try to locate your record using your phone or email and pet name

Please enter your phone number or email address

### 4 Fill in your information

## 5 Confirm your information



#### 6 Create your password

w

Test, Welcome To Your New Portal Please create your own password so you will be able to return easily to your portal.	Test Client 1** 4*** Dawson Creek, BC V1G 3C2 If you are not this person <u>Clic</u>	s <u>k Here</u>
Create your own password		
Back	Next Step	>>
elecome To Your Pet Portal	пи •	7 Click preferences to select your choice of reminder system — phone call, text or email. Start here if you already have an online account!
Your Pets Book Appointment	View More Pets >>	

8 Select your preferred reminder—email, phone or text. You can select more than one item!

**Please make sure that POSTCARD is NOT selected**—this helps us eliminate expensive postcard mailouts!

A word about Pet Reminders: these are not appointments. They are notifications that remind you to make an appointment for things like annual check ups, dental cleaning, vaccinations and more. Now you can log into our Pet Portal and schedule your own appointments!

	Appointment Reminders	Pet Reminders	Practice Personal Messages	Marketing
EMAIL	Accept	Accept	Accept	Accept
TEXT	Accept	Accept	Accept	Accept
PHONE	Accept	Accept	Accept	Accept
POSTCARD	Accept	Accept	Accept	Accept
Preferred Ema	ail	hello	ng.com 🗸 Cl	hange/Opt-Ou
Preferred Text-Message Phone		(7	✓ Change/Opt-Out	
Preferred Voice Phone		(700) 330-9204	Edit	

Save your preferences.

You will receive a confirmation text or email to ensure you would like to participate in this awesome service.

That's it, you did it!