CareHere!

Registration & Appointment Scheduler Instructions For
City of Montgomery

Minimum Requirements: *Internet Explorer 5.0 (and higher), AOL 7.0 (and higher). If you are unable to view the calendar after login, please call CareHere toll free at 877-423-1330 for scheduling assistance.*

Email addresses are required to register. If you do not have an email address, please call CareHere at 877-423-1330 for scheduling assistance.

New Users - First Time Registration

Please do not register again if you have already previously registered. However, <u>each</u> eligible dependent must register separately.

1. Use your home or office computer that is connected to the Internet.

2. Start the Internet Explorer browser.

3. Enter www.CareHere.com in the website address box of the Internet Explorer (browser)

4. Click **Members Only**

5. Click **I need to register for the first time with my Access Code.**

6. Beside **First time registration** enter *Access code*: **CMTG6**

7. Click **Go**

8. **Consent** page - Please review the consent form. If you agree, check **I agree**.

9. Identification – Please enter the following

    a. Your Social Security number

    b. Your Birth date

    c. Create a Username for yourself (The system will check to make certain no one else has the same username or password.)

    d. Create a password for yourself

    e. Your email address (a home email address is best since a confirmation email will be sent with login instructions containing your username and password.)

10. **Contact** page – Review all the fields and enter or update the appropriate information.

11. **Health** page – Skip any field for which you do not know the answer.

12. **Email Confirmation** – A confirmation email will be sent to the email address you provided.

13. **Thank you.** You are finished! You may now log in as a Member by clicking the **Go to Login Page** button.

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Registered User Login – To Schedule an Appointment

1. Use your home or office computer that is connected to the Internet

2. Start the Internet Explorer browser if not already open.

3. Enter www.CareHere.com in the website address box of the Internet Explorer browser.

4. Click **Members Only**

5. Enter your **username** and **password**.

6. Your Home Page will appear.

7. Click **Appointments** to schedule or change appointments.

    a. Standard clinic days and hours will be displayed.

    b. A Calendar will appear.

8. Click a valid clinic day on the calendar.

9. All appointment "slots" will appear *(available and not available slots)*.

10. Click **Make Appointment** to schedule an appointment on your preferred time slot.

    a. A pop-up screen will appear. (Make sure your computer permits "pop-ups." You may need to adjust the size of the pop-up by clicking on the lower right corner and "dragging" the corner to change the pop-up window size.)

    b. If you desire, enter Symptoms, reason for appointment, or comments.

    c. Click **Print** if you want a printed reminder copy of the appointment.

11. Click **Submit** to save. (The pop-up window will close automatically.)

    a. The Calendar will automatically update and show your scheduled appointment.

    b. You can edit or delete your appointment at any time.

    c. You can only view details about your own appointment. No one else can see that you have a scheduled appointment.

Need Help? Call **CareHere** *877-423-1330* or email medical@carehere.com