Instructions for registering in the appointment booking portal

How to sign in to the appointment booking portal

There are several ways to sign in to the appointment booking portal. Depending on whether you already have an account, have forgotten your password, or would like to create a new account, the steps are outlined below.

Step 1: Access the website

Open the appointment booking portal website in your browser.
The link was sent to you by email.

Step 2: Register or sign-In

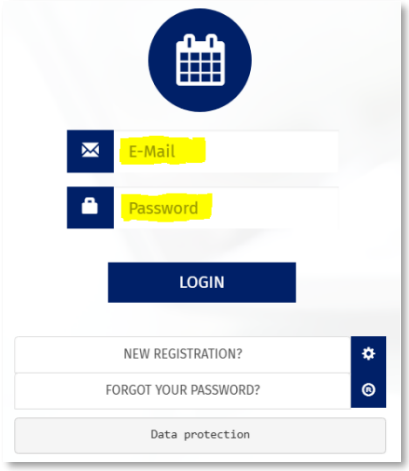
Sign-In Option	Image / Screenshot

a) Direct sign-In with user account

If you are already registered in the appointment booking portal, you can sign in using your login credentials.

Required:
Email address (usually the company email address) and your password.

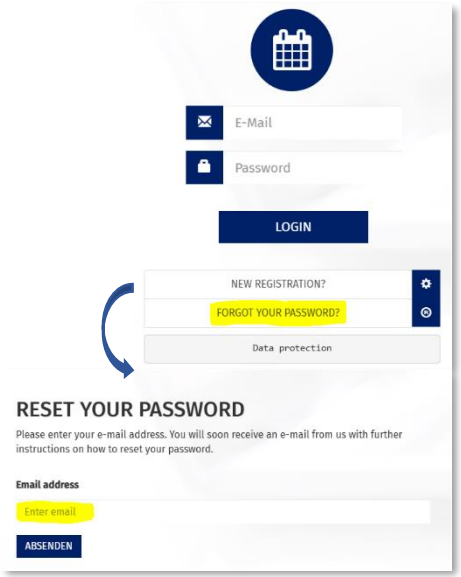
1. Enter your email address.
2. Enter your password.
3. Click **[LOGIN]**.



b) Requesting a password

If you have registered at the Medical Center and completed the patient form, but have never used the appointment booking portal before or have forgotten your password, you can request a new one. Your email address (usually your company email address) is already stored in the system.

1. Click on **[FORGOT YOUR PASSWORD]**.
2. A dialog window will open:
3. Enter your email address.
4. Click **[ABSENDEN]**.
5. Follow the instructions in the email.



c) New registration

If you do not yet have an account, you can create a new user account. If available, please provide your company email address.

1. Click on **[NEW REGISTRATION]**.
2. Complete the form (at minimum the required fields marked with).
3. The registration is only complete once the checkbox has been confirmed.
4. Click **[REGISTRATION]**.
5. You will receive a confirmation email.
6. Click the link in the email to complete the registration.

