

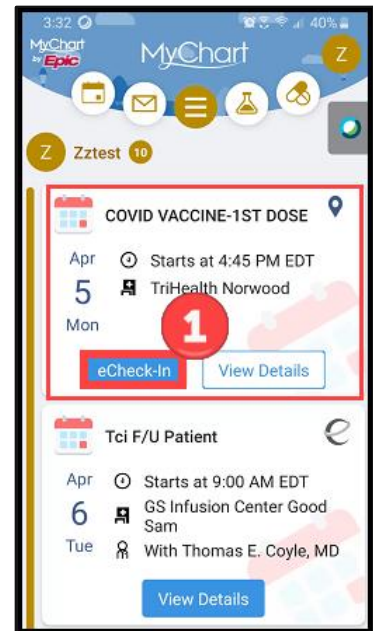


MyChart App eCheck-In Process

When your appointment is within a 24 hour window, you can begin the **eCheck-In** process.

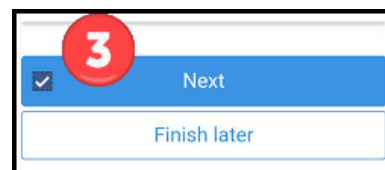
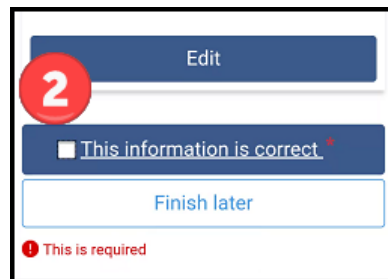
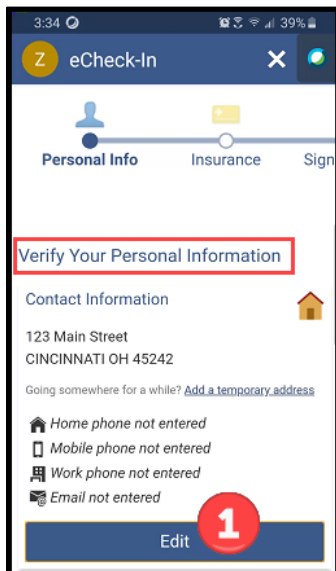
*At any point in the process, you may click **Finish later** and the process will be completed at the vaccine site during registration.

- Sign in to your MyChart App on your smart phone. On the first screen, your appointment will be listed
 - 1) Click **eCheck-In**



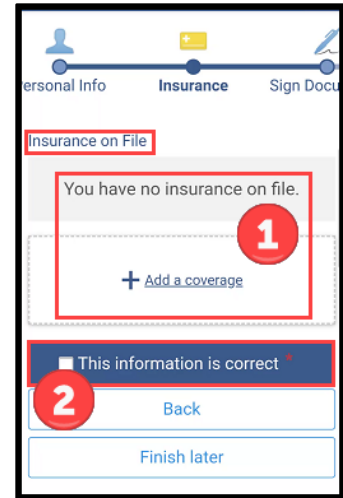
You will be asked to verify your **Personal Info**.

- 1) If any changes are needed, click the **Edit** button
- 2) Once all information is verified, click **“This information is correct”**
- 3) Click **Next**



You will be taken to Insurance on File. If we have an insurance on file for you, you will see it listed and can verify that information is correct. If you do not have Insurance on File with TriHealth, you can:

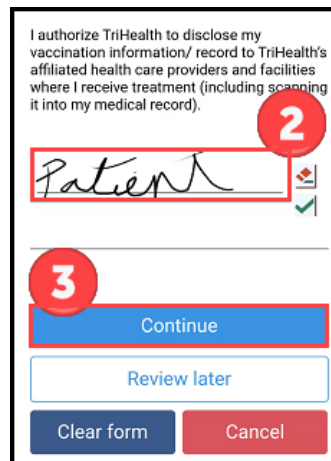
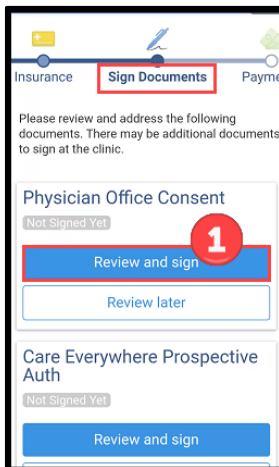
- 1) Click **Add a coverage**, then follow the prompts filling in requested information from your insurance card
- 2) Once entered and verified, click **This information is correct**



Next you are taken to the **Documents** section.

Each document has a box where you click:

- 1) **Review and sign** to open and read
- 2) Add your signature using your finger on the screen
- 3) Click **Continue**, repeat the process until all documents are completed



When all documents have been completed, you will see the list. You may click on **Review** if you wish to see the documents again. Click **Next** to move on. Once **eCheck-In** is completed, you will see reminders about your visit.

