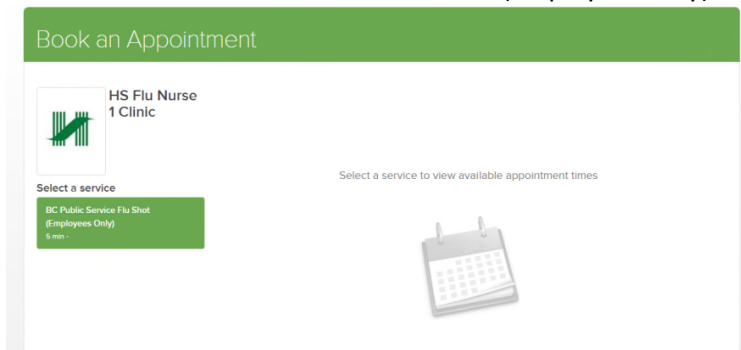


## Booking a Flu Shot

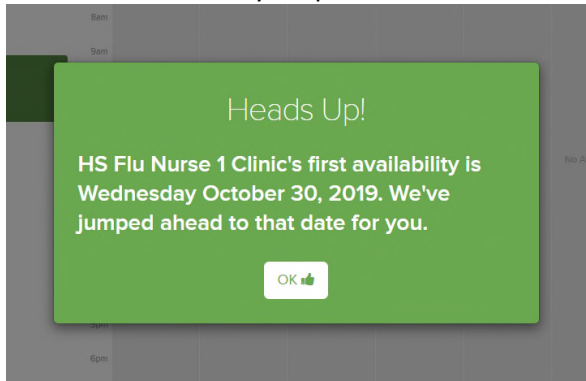
To access the scheduler, please go to the following link: <http://healthservbookings.ca>

**Before you click on the link to book your appointment, please review the following step-by-step instructions below:**

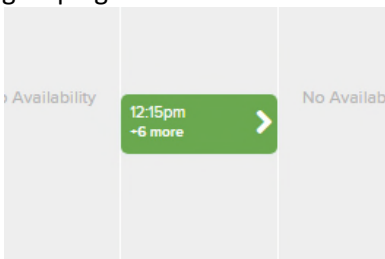
1. Click on the clinic link above and locate your clinic by typing in your city, your office address, or by date.
2. Choose your desired clinic, and then click **Book Appointment**. You will be directed to a new page.
3. Please click the BC Public Service Flu Shot (Employees Only) button as below:



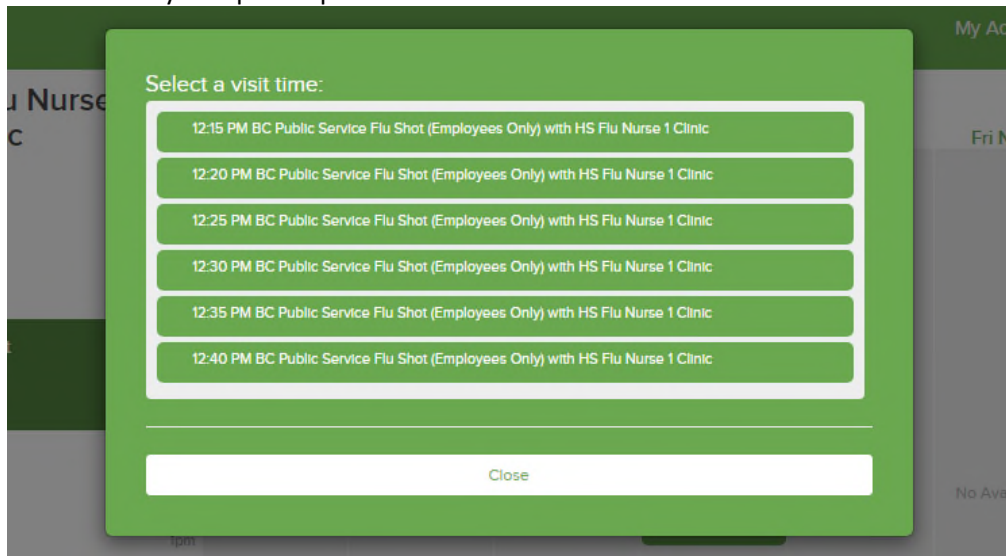
4. You will be notified that the scheduler has jumped to the specific date available. Please press **OK** to continue to select your preferred time.



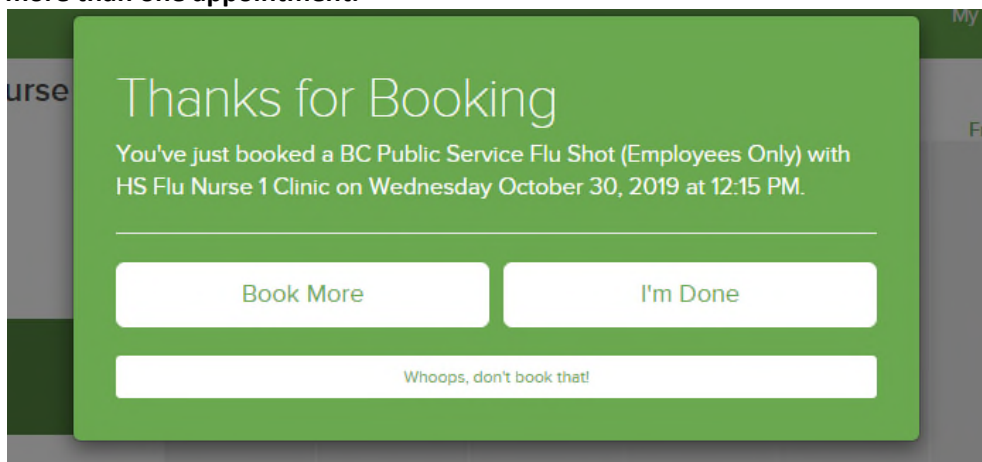
5. Select an available appointment time by clicking on the green button in your desired time slot grouping.



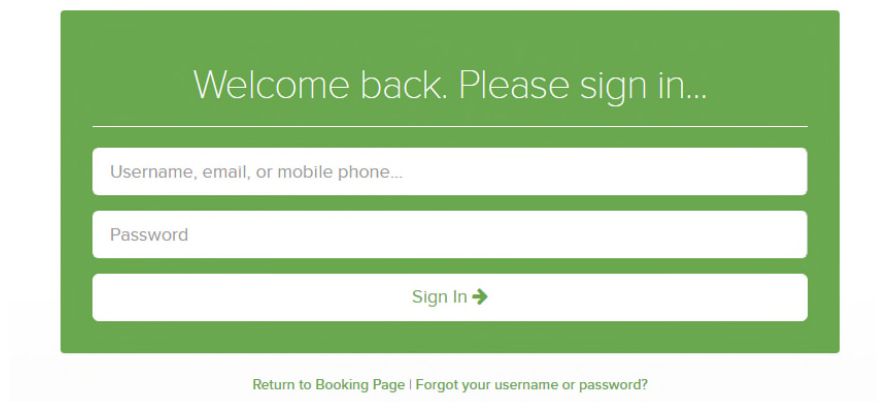
6. Next click on your specific preferred time slot.



7. Select the **I'm Done** button in the pop up window to book your chosen time. **Please do not book more than one appointment.**



8. If you have registered last year, please sign in using your work email and your password. If you have forgotten your password, please select the **Forgot your username or password?** as below. If you are new to the site please move on to [Step 12](#).



9. You can reset your password one of two ways – either by entering your email address, or mobile phone number:

Account Lookup

Enter your email address or mobile phone number and we will send you an email or text message with instructions to access your account.

Email Address

or

Mobile Phone Number

Lookup My Account

Need an account? Sign Up

10. You will then receive a verification code via email or phone number, which you will enter in as below:

Forgot your password?

Renn Madeleine, please click the link below to reset your password, or enter this verification code: 42054

RESET YOUR PASSWORD

BRITISH COLUMBIA BC Public Service | Where ideas work | Healthserv Professionals Inc.

Thanks for choosing 2019 Flu Shot.

With your online account you will be able to cancel upcoming appointments and view your appointment history.

Booking by Health

Terms & Conditions Privacy Policy

Verification Code Has Been Sent

You will receive an email momentarily to verify your identity. Please either click the link in the email or enter the verification code from the email in the field below.

Verification Code Verify

Request another code

11. You will then be able to enter and confirm your new password:

Welcome back Renn Madeleine.

Please update your sign in info.

rennmadeleine@ [REDACTED]

You can use your email address or a username that is easy to remember.

Password

Confirm Password

Update Password →

← No thanks, return to booking page

Booking by Jane

Terms & Conditions Privacy Policy

12. If you are **new** to the site, entering your email will lead you to the below text boxes. Please select **Create an Account**.

Hello! Let's get you signed in.

Whether you're new or returning, begin by entering your email address or mobile phone number (or username if you already have one).

[Input field]

Next →

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We couldn't locate your profile.

This could mean the email address [REDACTED] isn't on file, or that you're new to us.

You can continue and create a new profile using the email address renee.bibeau@live.ca, or go back and try another email, username or mobile phone number.

← I'll try another sign in... Create an Account →

Booking by Jane

Terms & Conditions Privacy Policy

13. To register, you will be prompted with a new dialogue box to complete your registration. Fill in your name, work email address and your phone number (skip the Home Phone Number field). Please select the first default answer to the two questions, as per the screen shot below. Tick the check box and press **Continue**.

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Let us know your contact information

First Name

Preferred Name

Last Name

Email Address

Mobile Phone

Home Phone

How did you hear about us?  
 BC Public Service Agency (Please skip question and the next question)

Who were you referred to?  
 2019 Flu Shot

Would you like to add other family member profiles to this account?  
 No

Please check this box to receive emails confirming your booking. Then please press the "Continue" button below.

Continue

Booking by

14. Once you have completed this process, you will be directed to a confirmation page summarizing your booked appointment details. You will also receive a confirmation e-mail within one hour containing your booking appointment information. You can now log out and close the browser window. **Do not click the 'Subscribe to Your Calendar' button** – please review the information below for how to add the information to your Outlook calendar.

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Thank You for Booking

You have just booked the following appointments:

You will receive an email shortly confirming your bookings.

Date	Service	Flu Shot Recipient
October 30, 2019 - 12:15pm at #4 170 Cedar Avenue - Office	BC Public Service Flu Shot (Employees Only) with HS Flu Nurse 1 Clinic	Renn Madeleine Bibeau <input type="button" value="Cancel"/>

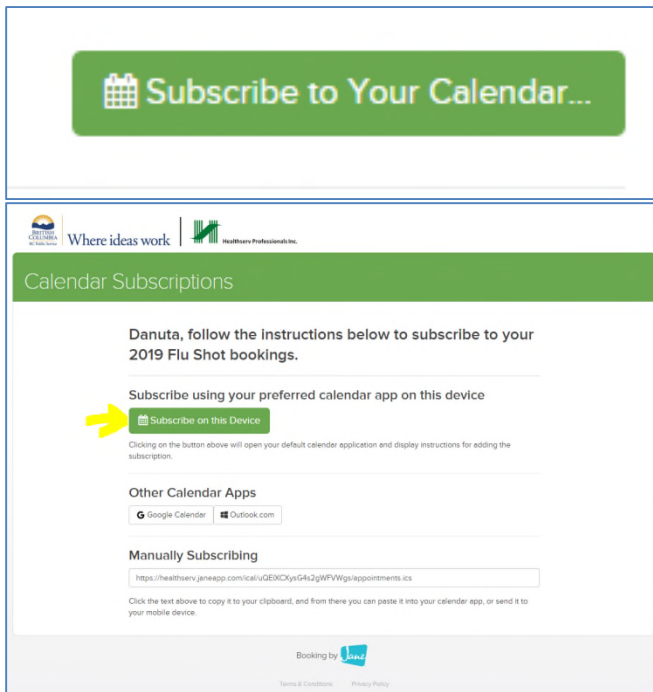
~~Subscribe to Your Calendar...~~

## Adding the Appointment to Your Outlook Calendar

Within one hour of receiving the confirmation page on JaneApp, you will receive a confirmation email titled **Thanks for Booking** from the 2019 Flu Shot, which outlines the details of your appointment.

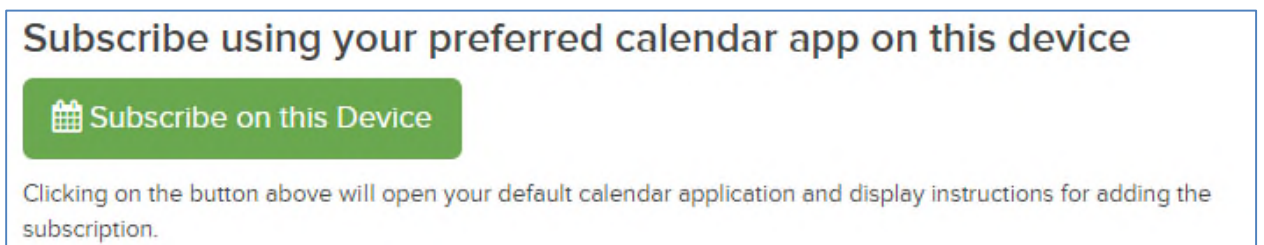
You have two options to add the appointment to your Outlook calendar:

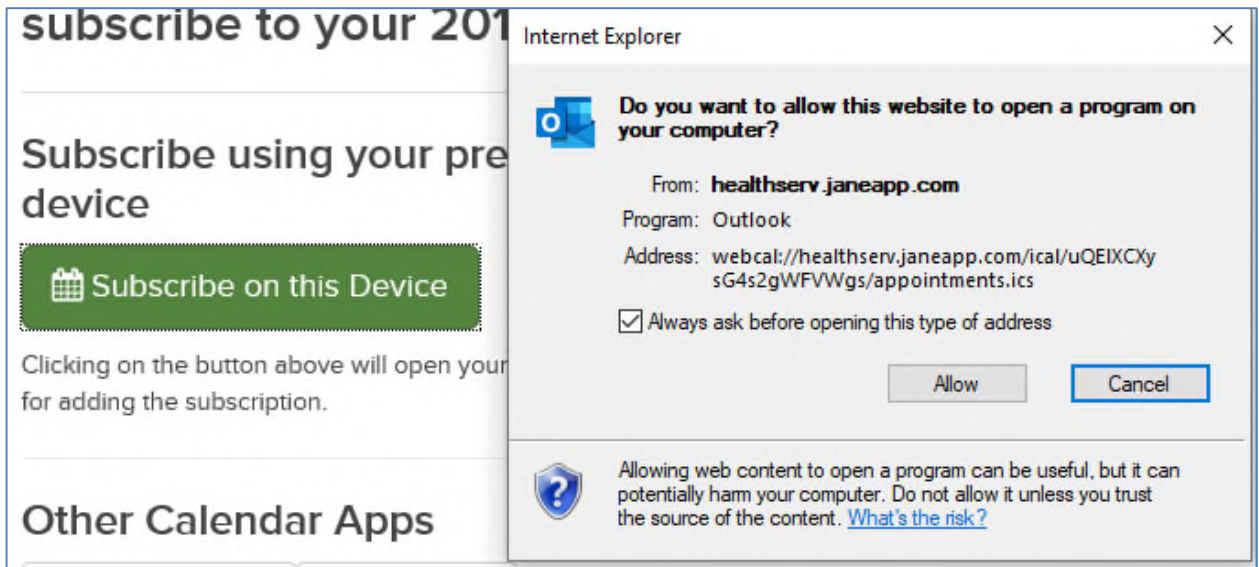
1. Manually add it to your Outlook using the appropriate date, time, and location information from your confirmation email.



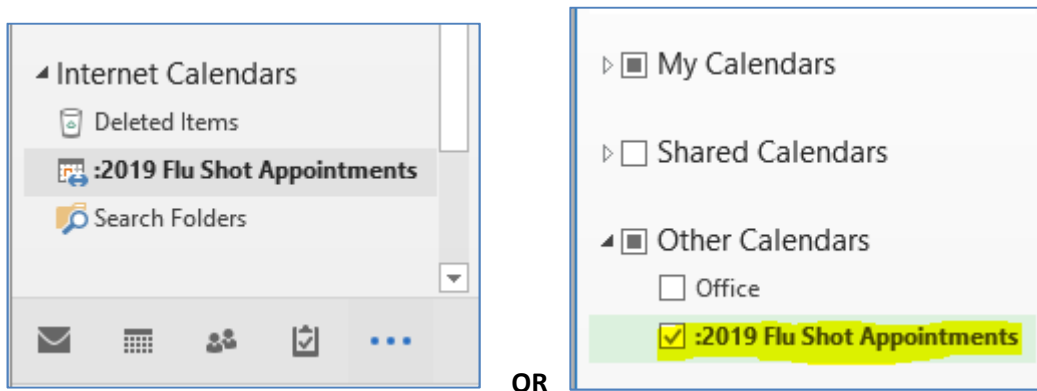
**OR**

2. Click on the **SUBSCRIBE TO YOUR CALENDAR**, select **Subscribe on this Device** and **Allow** and **Yes** at the pop-up window:

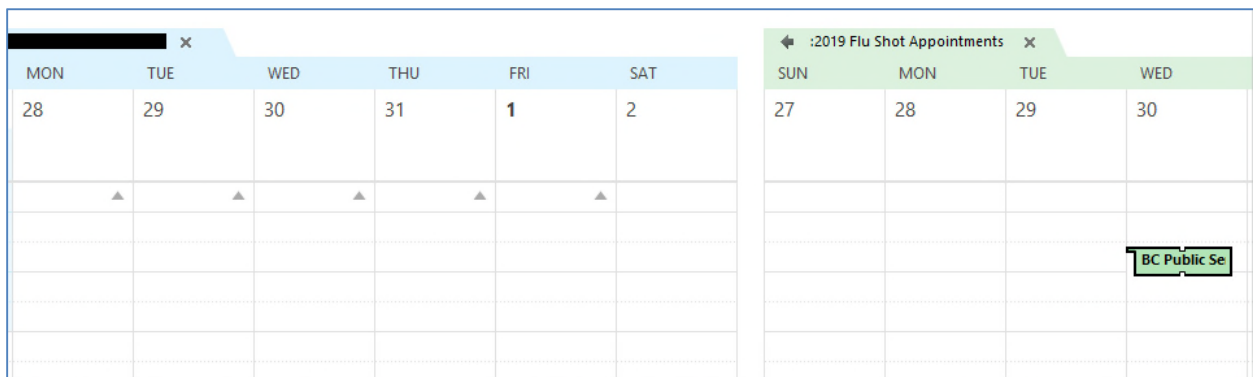




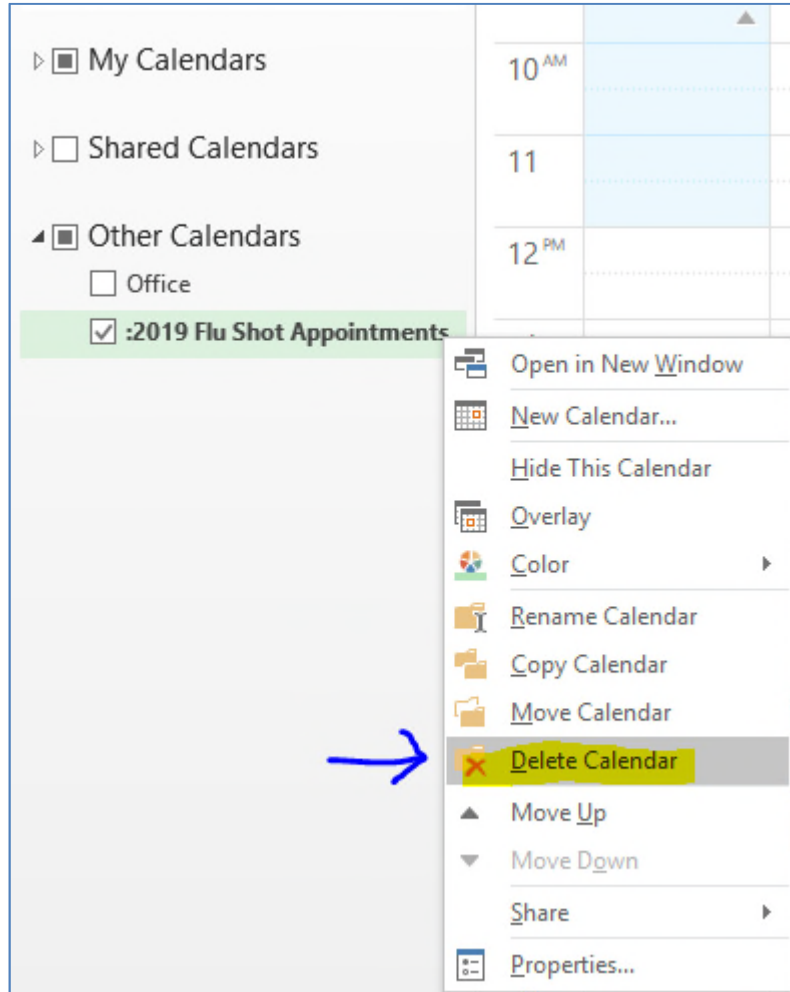
Depending on your layout in Outlook, it may show up under **Internet Calendars** or **Other Calendars**:



You can now drag and drop your appointment from the flu calendar over to your calendar.



To delete the calendar:



**Congratulations, you have booked your clinic appointment!**

To cancel or reschedule your appointment, please [log in](#) to the online scheduler.

If you experience difficulties with the booking process, please contact Healthserv directly by calling 1-800-270-8048, extension 225.

*This online scheduling tool requires your name, phone number, and government email address. This information is collected by the BC Public Service Agency under section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of booking your flu vaccination appointment. Should you have any questions about the collection of this personal information please contact Moira Lee, Program Manager, BC Public Service Agency, at (250) 952-0446 or by e-mail at [cold.flu@gov.bc.ca](mailto:cold.flu@gov.bc.ca).*