



Onsite Screening Event Sign-up Procedures

Members are able to sign up for an appointment time at an Onsite Screening Event by utilizing the online portal (connect.viverae.com), and/or by calling into the Viverae Call Center by telephone 888-VIVERAE (848-3723).

How A Member Signs Up For An Appointment

- 1 Click the Notification bell in the upper right hand corner of the home page and View All events

The screenshot shows the Viverae app interface. At the top, there are navigation tabs for Profile, Well-being, and Rewards. Below this is a 'Your Rewards' section with a progress bar showing 50 points out of 150, and a '140 Points Pending' indicator. An 'Events' modal is open on the right side, listing three screening events:

Event Name	Date	Time	Action
Screening Event 1 25th Floor Conference Room	Jan 9, 2017	8:00am	Schedule
Screening Event 2 Break Room	Jan 23, 2017	8:00am	Schedule
Screening Event 3 Lobby	Feb 20, 2017	8:00am	Schedule

- 2 Within an Event, select a date (if more than one) and available appointment time and click "Schedule". You can also view details about the Event by expanding the section.

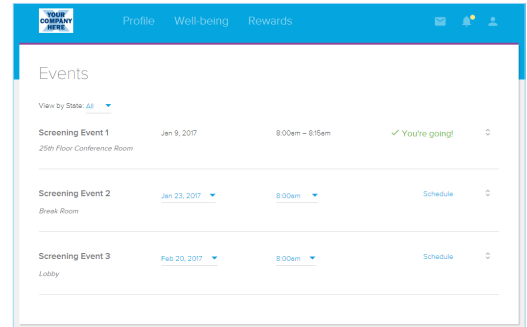
This screenshot shows the 'Events' page from the Viverae app. A dropdown menu is open for the first event, 'Screening Event 1', showing a list of available appointment times:

- 8:00am
- 8:15am
- 8:30am
- 8:45am
- 9:00am
- 9:15am
- 9:30am
- 9:45am



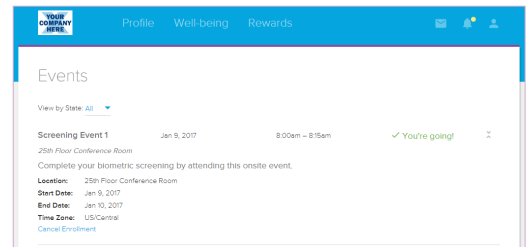
Onsite Screening Event Sign-up Procedures cont.

- 3** You are now able to see that you have signed up for your desired date/time.



How a Member Reschedules or Cancels an Event Appointment Time

- 1** To cancel or reschedule, expand the event and select "Cancel Enrollment".



- 2** To reschedule, select another appointment to attend.

Note: you cannot be scheduled for more than one screening event at one time.

