Follow these steps to sign up for your worksite flu clinic

**Employer:** UC Berkeley  
**Event Dates:** 10/3  
**Signup Code:** ucberkeley

### New Users – Create an Account & Schedule an Appointment

1. **Create a Secure Account**
   - Go to [kp.org/welnessevent](http://kp.org/welnessevent)
   - Enter your signup code from above, under “New users” and click “Submit”
   - Complete the registration page and click “Save & Continue”
   - You will receive a confirmation email - click on the link to confirm your account
   - Create your password
   - Accept (or decline) the agreement for sharing your personal information

2. **Schedule an Appointment**
   - Select an event by clicking “Choose Event”
   - Choose the location, date, and time that works best for you and click “Schedule”
   - You’ll land at the “Manage my Event” page where you can view your appointment details, add the event to your electronic calendar, and access wellness resources

### Returning Users – Schedule, View or Change Your Appointment

1. **Login**
   - Go to [kp.org/welnessevent](http://kp.org/welnessevent)
   - Enter your email address and password under “Returning users” and click “Submit”
   *Note* If you forgot your password and have an existing account, please click on “Forgot your password”

2. **Schedule, View or Change Your Appointment**
   - You’ll land on the “Manage My Events” page
   - From here, you can schedule, view or change your appointment details, add the event to your electronic calendar, and access wellness resources

3. **Browse Wellness Resources**
   - Check out the wealth of Kaiser Permanente wellness resources under the “Wellness Resources” tab, or click on buttons in the right margin

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**All participants benefit from registering for an appointment!**

- Spend less time waiting to receive health services
- Registering will ensure that you receive the health services being provided
- Friendly email reminders will help you schedule the event in to your work day