

## How to register and make an appointment on our Online Booking Calendar

Our 24-7 online booking calendar makes it possible to schedule an appointment with us anytime you wish. You will also receive an email reminder of your appointment. The first time you use the system you have to register and you will receive a password by email. You may later change this password to something easier to remember.

**NOTE:** You only have to follow this process completely once. After registering you can continue to use your username and password every time you want to make an appointment.

### Step 1

Enter [www.DrJamieDC.com](http://www.DrJamieDC.com) web address in your browser (you may want to bookmark this page) Click the Bookonline logo on the home page.

### Step 2

Select the "Register as new member" option. Do not enter a username or password at this point.

### Step 3

Fill out all questions in the questionnaire and select "Sign Up". You will receive a message that a password has been emailed to you.

### Step 4

Go to your email and write down the numeric password. You may select the link in the email to return to the calendar or hit back on your internet browser twice to return to the login page.

### Step 5

Enter your email address as your username and your numeric password. Select "Go". After reading the message on the next screen select "Book Here".

### Step 6

On the top left of the next screen select "Admin". Next select "Customer Info"

### Step 7

Scroll down this page to the Username and Password boxes. You may change your username and password to anything you like, but be sure to make note of it. Select "Change Password" and then "Continue".

### Step 8

You will be brought back to the original login screen. Enter your new username and password and then select "Go" and "Book Here" again.

### Step 9

Select the month and day you want to schedule an appointment. Select the service that you would like and then the time. You will see that all your information is already filled out. Select "Book" and you will receive an email confirming your appointment.