

## HOW TO CANCEL OR CHANGE AN APPOINTMENT

- ◆ **Log In** using your login and password you created on your first visit
- ◆ On the right side of the page you will see a section **Existing Appointments**
  - You can:
    - view the appointment
    - print the appointment information
    - cancel the appointment
- ◆ **To cancel the appointment**
  - Click on **Cancel Appointment**
    - State reason
    - Click **Cancel Appointment**
  - After you cancel the appointment, if you want to re-schedule or change the date and time of your appointment, follow the steps on **How to Schedule an Appointment**.