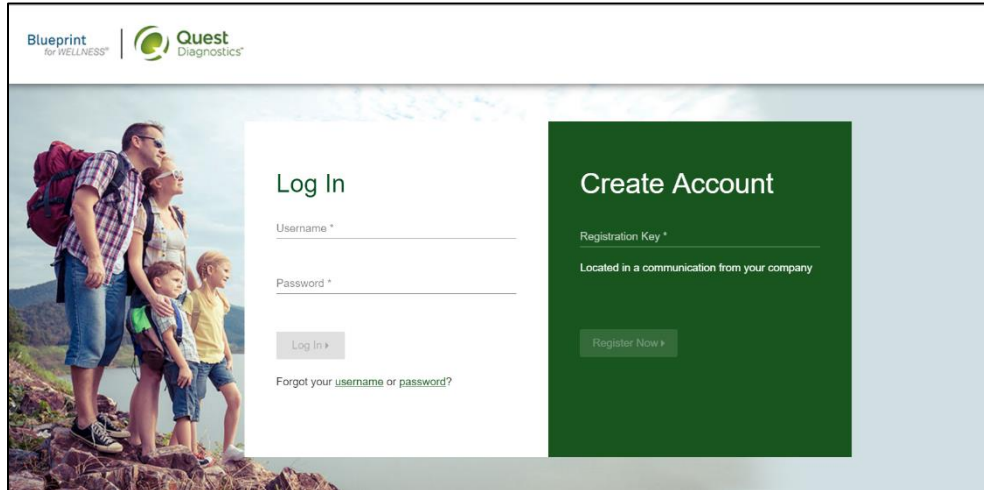


How to Schedule your Onsite Screening Appointment



Note: If you previously registered within the old self-scheduler on or before 5/9/2019, your appointment was moved to the new, Quest Diagnostics, self-scheduler.

1. To view or change your appointment you will need to complete the steps below. Once in the tool you will see your new appointment and you can then choose to Cancel or Reschedule.

New or Existing Members Scheduling or Rescheduling a Screening – Please complete the steps below:

If this is the **first time** you are scheduling your **onsite biometric appointment**, or you need to **reschedule your appointment that was created prior to 5/9/2019** follow these instructions:

2. In the “Create Account” section type in the Registration Key: **SHBP2019** and click “Register Now”.
3. Read the Terms and Conditions and click “Accept & Continue”
4. Read the consent language, click on “I accept” then click the “Continue” box
5. Type in First Name, Last Name, Date of Birth as it appears on your Insurance card and then select either Employee or Non-Employee
6. Create a Username and Password and then confirm password
7. Input mailing address and click “Save” to finish creating account
8. Click on “Make an Appointment”
9. Select desired location
10. Choose desired date & time
11. Review and confirm information

Once you have scheduled an appointment within the Quest Diagnostic self-scheduler, use the instructions below if you need to reschedule or cancel your appointment:

1. In the “Log In” section type in your username and password and click “Log In”
2. If you do not remember your username or password, you can use the “forgot your username or password” links