



800-941-0644 • 407-562-1212 • Fax 407-333-2973 • P.O. Box 952679 Lake Mary, FL 32795-2679 • WeCareTLC.com

APPOINTMENT PROCEDURE

Visit <https://www.wecaretlc.com/clinic/default.asp> to schedule appointment, create profile and complete Health Risk Assessment.

Employee Log in: (employees only) *Note: Dependents must create own profile (instructions below)*

Group ID: PSL1001

Login: Social Security Number

Password: Last name as it appears on your insurance card

Note: After your initial login, please change your login and password in your profile to ensure privacy of your information.

Dependents Log in: *Note: Dependents must create own profile*

1. Log into above website
2. Click **Click Here to Register**
3. Group ID (require field). **PSL1001**
4. Create a user id and password for yourself (the system will check to make certain no one else has the same username or password.)
5. Fill out the profile information (i.e. name, social security #, date of birth, contact information).
6. Save the changes at the bottom of the page.

Profile: (employees only)

Update your profile information (i.e. social security #, address, phone numbers, etc...) and hit the save key at the bottom of page.

Schedule appointment: (you may do this electronically or call 800-941-0644)

1. Click schedule to schedule appointment
 - a. A calendar will appear. Pick the correct month (in this case HRA's starting in July)
 - b. The current date appears in blue. The event dates appear in Black.
2. Go to select the Office/Clinic drop down box and click on PSL Clinic (HRA)
3. Click a valid event day on the calendar (event day will be black)
4. All appointment "slots" will appear. Those that are available have *Click Here to Reserve a Spot*. Those that are not available are shaded and labeled as such.
5. Click **Click Here to Reserve This Spot** to schedule an appointment on your preferred time slot.
6. Click on the arrow for the **Select a Reason** and click on fasting lab.
7. Click **Make Appointment** (the calendar will automatically update and show your scheduled appointment).

Health Risk Assessment:

1. Click on the **HRA** button and click on the current tab.
2. Answer the questions.
3. **Save** selections at the bottom of page.