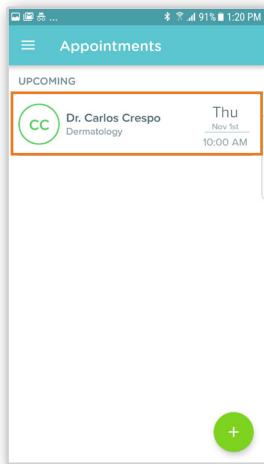


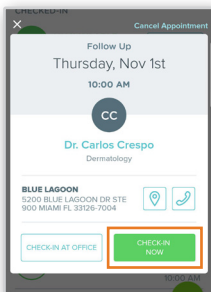
**b** Breeze - Patient App: Android

# Checking in to Your Appointment

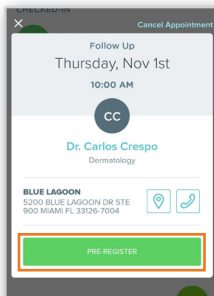
1. In the **Appointments** section, tap the appointment you would like to check in to.



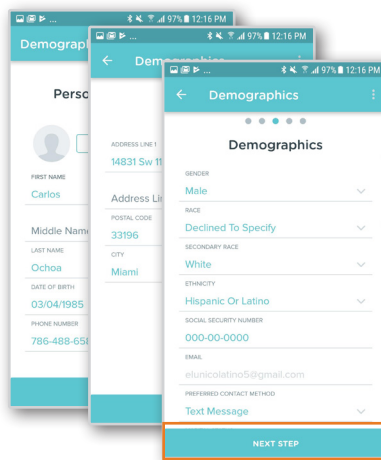
2. In the **Appointment Detail** window, tap:
  - a. **CHECK-IN NOW** for an appointment today.



- b. **PRE-REGISTER** for an appointment in the future.

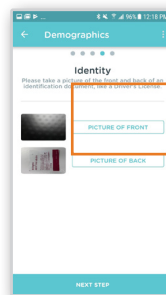


3. The check-in process will begin. The first section is **Demographics**. Review and fill in information and tap **NEXT STEP** to complete.

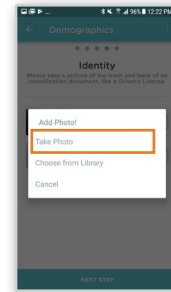


**Note:** Depending on your practice, some fields may be required. Fields that are required must be filled in to complete check-in.

- a. In the **Identity** section of **Demographics**, tap **PICTURE OF FRONT** or **PICTURE OF BACK** to update the image if necessary.



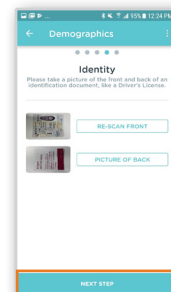
- b. Tap **Take Photo**.



- c. To take a picture, line the card within the white box and tap .

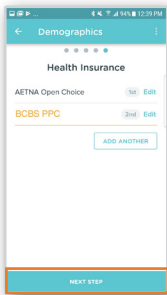


- d. The image is now added to the section. Tap **NEXT STEP** to continue.



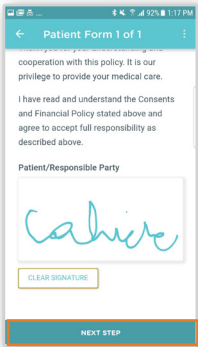
**b** Breeze - Patient App: Android  
**Checking in to your Appointment**

e. In the **Health Insurance** section, review and modify insurances with any changes necessary and tap **Next Step**.



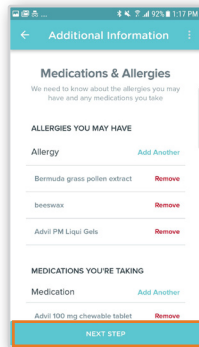
**Note:** Insurances appear in orange text if information is missing.

4. In the **Patients Form** section, review and complete forms. Tap **NEXT STEP** to continue.

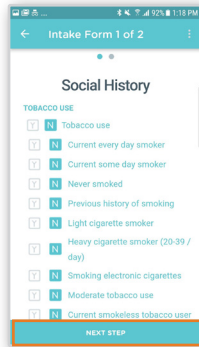


**Note:** Forms required for check-in are based on your practice's setup. Speak to your practice regarding any questions around forms.

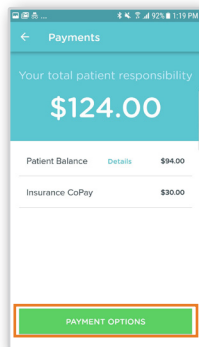
5. In the **Medications & Allergies** section, review the list and make any appropriate changes. Tap **NEXT STEP** to continue.



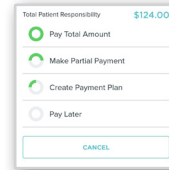
6. In the **Intake Forms** section, review and select your answers. Tap **NEXT STEP**.



7. In the **Payment** section, tap **PAYMENT OPTIONS**.



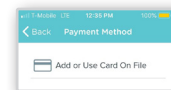
a. Your payment options will appear in the pop up. Tap your payment option to continue.



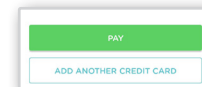
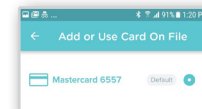
**Note:** Depending on your practice's set up, you may have different payment options available:

- i. **Pay Total Amount** - Tap this option to pay the entire balance.
- ii. **Make Partial Payment** - Tap this option to pay a partial amount of the balance.
- iii. **Payment Plan** - Tap this option to create a payment plan.
- iv. **Pay Later** - Tap this option to continue checking in without a payment.

b. In the **Payment Method** section tap **Add or Use Card on file**.



8. If you have saved a card on file, it will appear here. Tap **Pay** to process the payment or **Add Another Credit Card** to process the payment with a new card.



9. Your check-in is now completed.