



RICHMOND ROAD  
VETERINARY CLINIC

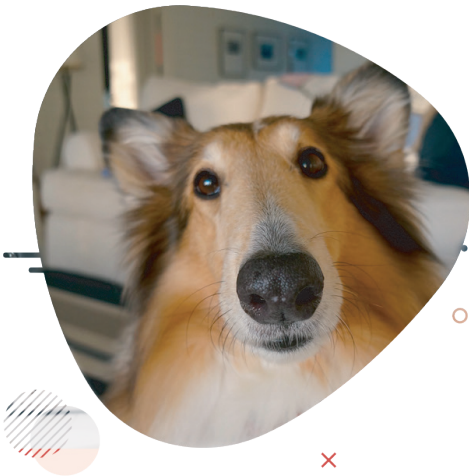
**\*\*Online scheduling cannot be made for the same day as the request. If your pet needs to be seen the same day, please call our office at 859-263-5037.\*\***

## Setting up your account for online scheduling

- 🐾 Click on “Find Your Account.”
- 🐾 Enter either your email on file or your phone number, and one of your pet’s names that we have previously seen.
- 🐾 An email will be sent to you for verification.
- 🐾 In the email, click “Reset my password”, and from here you can create a password for your new account.
- 🐾 A pop-up message will appear asking if you would like to opt-in for text messaging. Text messages can be used to remind you of upcoming appointments, communication with our staff, etc.



## How to Schedule An Appointment



- 🐾 Click “Login”.
- 🐾 Fill out your phone number, email, or last name. Put in your password.
- 🐾 Scroll to bottom of screen to section labeled “Your Pets”.
- 🐾 Click on “Book Appointment” under the pet needing to be seen.
- 🐾 Select from the options why your pet is coming in.
- 🐾 Select provider (if you have a preference), otherwise leave as” no preference.”
- 🐾 Select preferred date and time.
- 🐾 Add any additional comments to your appointment if needed.

## Scheduling from My Pets Wellness App

- 🐾 Download “MyPetsWellness” App
- 🐾 Log-in using your email address and password.
- 🐾 Select the pet needing to be seen.
- 🐾 Click the... in the top right corner.
- 🐾 Select + New Appointment.
- 🐾 Select from the options why your pet is coming in.
- 🐾 Select the date, time, and provider from the available appointments.

