

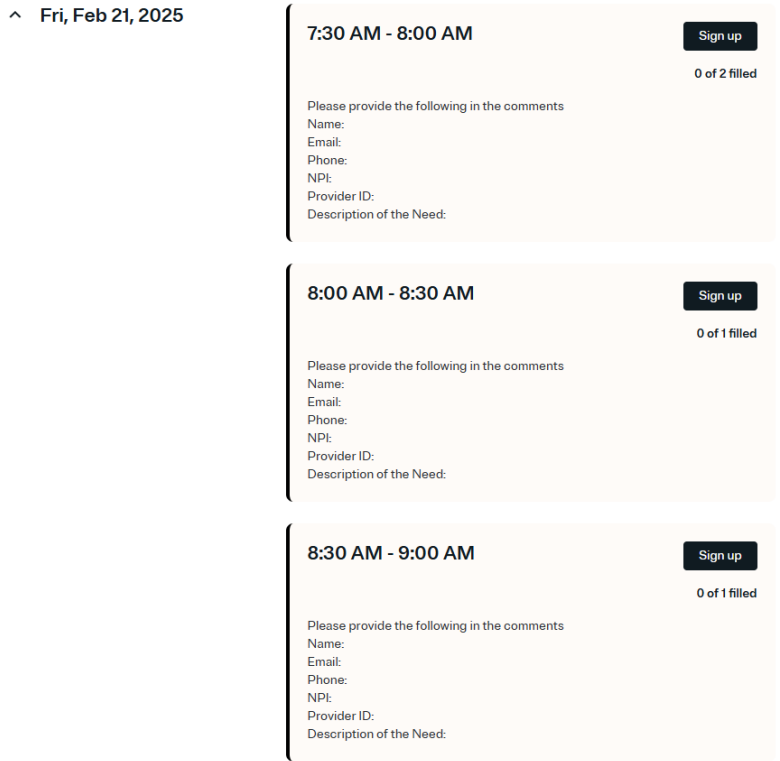
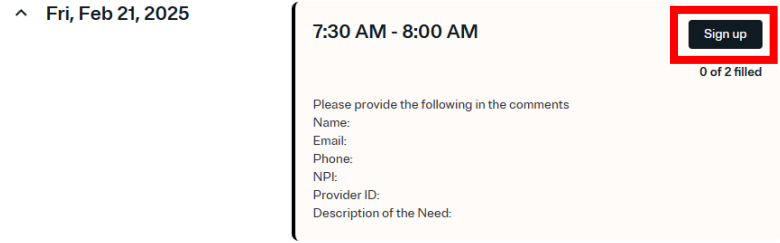
How Do I Request an Appointment on Evite? Participant User Guide

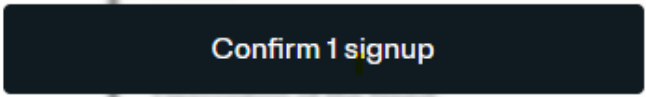
1 Introduction

Providers may request an appointment with Medicaid Provider Relations staff using Evite.

2 Requesting an Appointment on Evite

To request an appointment on Evite, do the following:

Step	Screenshot/Link (if applicable)
1. Navigate to Evite.	SignUp Sheet Evite
2. Review the available appointment time slots. Note: <i>Appointments must be scheduled at least 24 hours in advance.</i>	
3. Select the Sign up button on the desired time slot. Note: <i>Users may select multiple time slots.</i>	

<p>4. Select the Confirm signup button at the bottom of the page.</p> <p>Note: The Confirm signup button displays the number of time slots selected.</p>	
<p>5. Fill in your Name, Email Address, applicable information in the Comment field, and select the Save button.</p> <p>Note: Medicaid Provider Relations staff will review the appointment request(s) and schedule a Teams meeting for that appointment time.</p>	