

# Hamilton County 2016 Biometric Screening Sign-Up Instructions:

<https://app2.timetrade.com/tc/login.do?url=hamilton.trihealthch>

*If you have logged in before please skip to Step 7.*

*If you can't remember your username or password, you can sign up as a First Time User or use the contact information below to have your password reset. .*

1. If you are a first time user please click on the “click here” button under “First Time User”
2. You will be prompted to fill in your contact information
3. Click the “Next” button (bottom right corner of page)
4. Please create your Username and Password. Use something that's easy for you to remember, like your email address, and something easy for the password.
5. Click “Next” button
6. Confirm your information and submit registration. You will receive a confirmation email that you have registered your information
7. In the “Activity” drop down box click the appropriate item, biometric screening
8. In the “Location” drop down box click the location you would like to attend. Only locations that are available will be listed.
9. Then click on “Find First” on the right middle of your screen.
10. Schedule your appointment time by clicking one of the white time slots, and click “Finish”
11. You will receive an email that confirms your appointment time and date. You will also receive a reminder email two days prior to your scheduled appointment.
12. If you need to change your appointment for any reason, you can log in and “Manage Your Appointments” and make any necessary changes

If you have any questions regarding this process, please contact TriHealth Wellness Coordinator Katie Krimmer at 977.0020 or email [Hamiltoncounty@trihealth.com](mailto:Hamiltoncounty@trihealth.com)