

# How to Cancel or Reschedule Your Appointment



## Step 1: Open the Jane Portal

Go to the Jane Portal using the link provided in your appointment confirmation email or reminder text



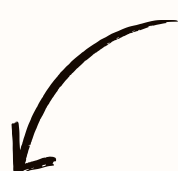
## Step 2: Select Your Appointment

Choose the appointment you would like to change



## Cancel or Reschedule

Select Reschedule to choose a new date and time  
Select Cancel to cancel your appointment



## Confirmation

You will receive an email or text confirmation once your change is complete