

my.Appointment is a cloud-based appointment service app that is committed to solving the annoying appointment process with the minimum cost and the easy-to-use process. Moreover, my.Appointment spends a lot of resources to explore users' behavioral and concern, and implements these findings into the software architecture and system process. "3 steps" and "30 seconds to complete" appointment, is my.Appointment's principle.

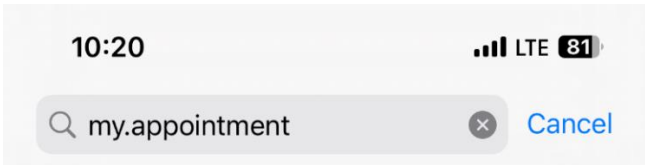
Different from other appointment management software/app, consumers must first check the service provider's schedule that can be booked, and then check their own calendar to see if they have no schedule during those times. If consumers do not have schedule at that time, they can make an appointment. my.Appointment believes that consumers should start from their schedule and make an appointment according to their free time. Moreover, the smart my.Appointment will automatically compare the schedule of both parties. If the service provider is also available during that time, If an appointment can be made, the appointment will be completed directly. If the service provider has been booked during that time period, the available time slots to both parties on the day will be displayed for the consumer to select. This approach makes the appointment process much easier and faster.

my.Appointment not only allows consumers to reserve services online, it also provides simple calendar management, appointment reminders, etc., allowing consumers to make service appointments and manage their schedules through smart phones.

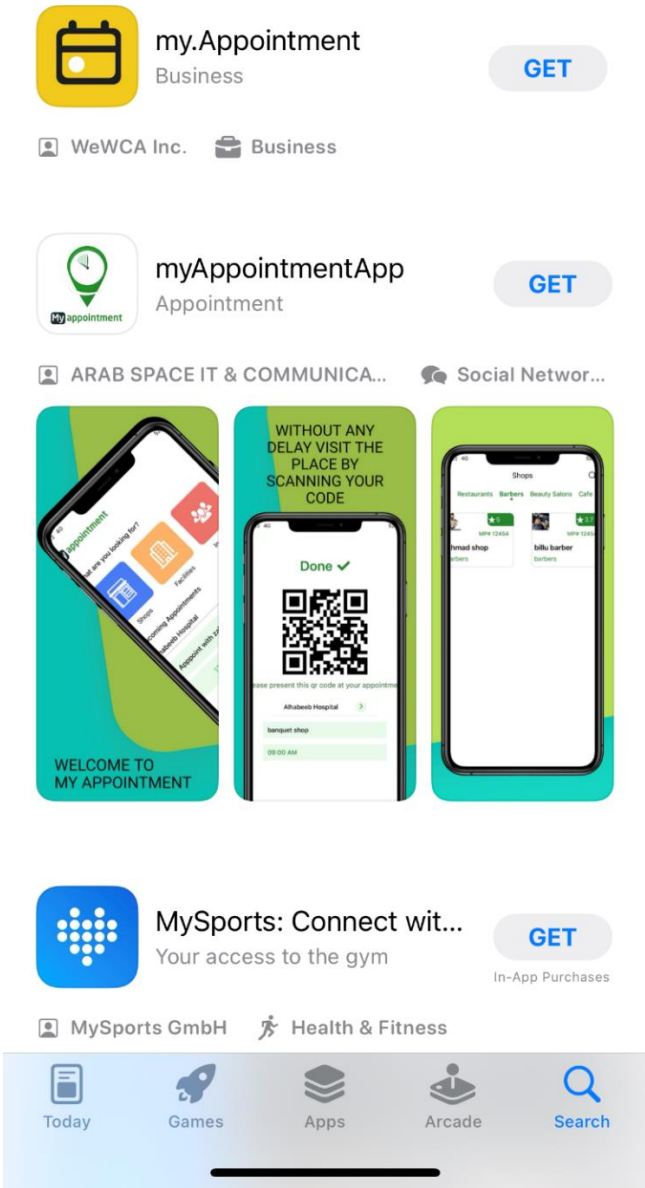
Currently, my.Appointment is available to iPhone users, and the iOS version is required to be version 14.1 or above. We will develop new versions for non-iPhone users in the future.

Below, we explain how to use my.Appointment in the four stages of my.Appointment account creation, service provider list creation, making an appointment and account management.

# **Account creation**

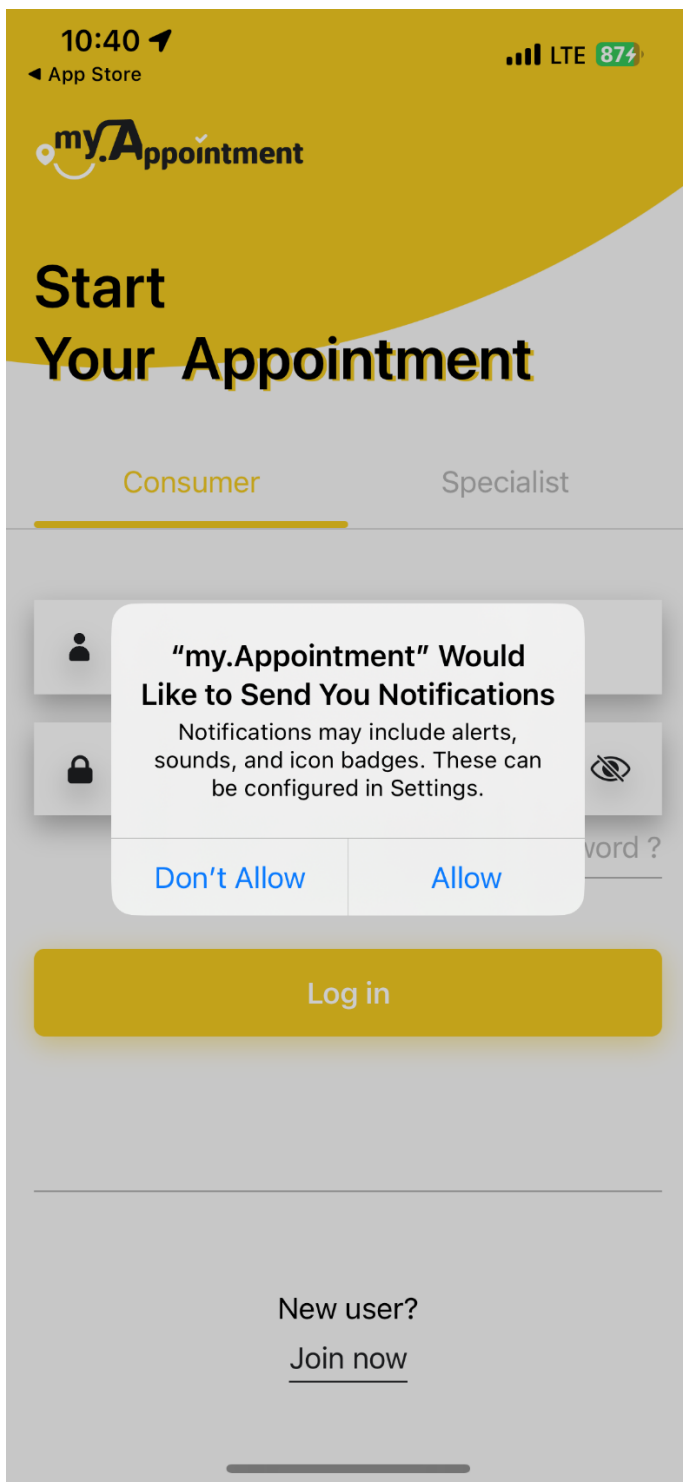


Open the AppStore and search for "my.Appointment", you can see my.Appointment, click the "GET" icon to download the App.





After downloading the App, you can see the my.Appointment icon on your screen. Click the icon and open my.Appointment.



my.Appointment will pop up a prompt screen regarding the function of Notifications. Please click "Allow" so that my.Appointment's appointment reminding function can be activated.



# Start your reservation

Consumer

Specialist

Please enter the following information !

 User name

 Password



[Forget your password ?](#)

Log in

Don't have an account ?

[\*\*Create an Account\*\*](#)

Please select "Consumer" to switch to the consumer screen (the app background is white). Then click "Create an account" to start registering your account.

10:07

LTE 90

myAppointment



## Terms of use

Terms and Conditions  
Last updated: March 07, 2023

Please read these terms and conditions carefully before using Our Service.

### Interpretation and Definitions

#### Interpretation

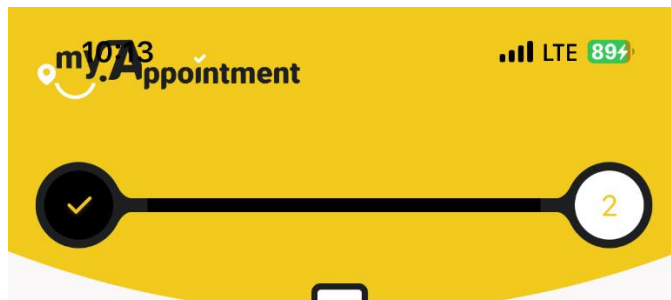
The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

#### Definitions

For the purposes of these Terms and

I agree


The "Terms of use" describe my.Appointment's data use specifications and data protection. Please check "I agree".



myAppointment

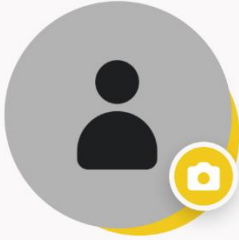
LTE 89%

2



## Fill in the information

### Profile photo



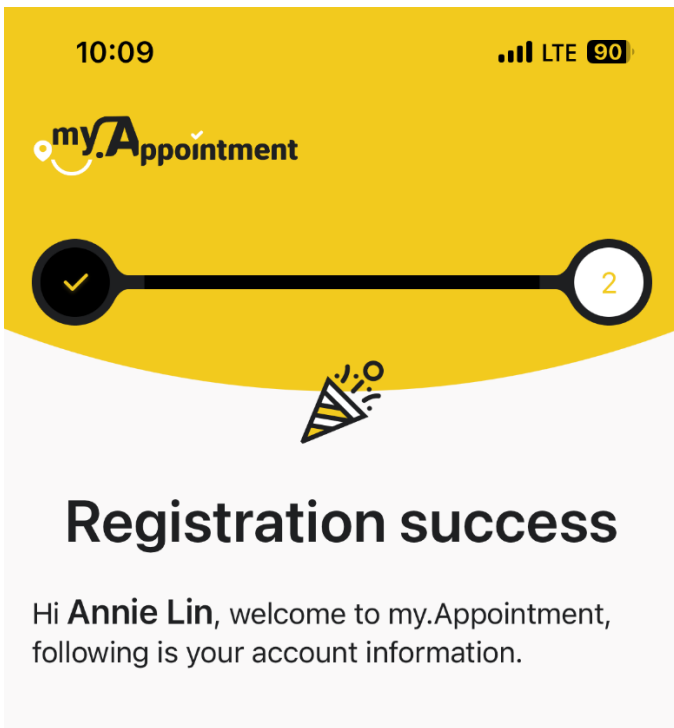
### Name

### Account

### Password

\*At least 6 digits, up to 12 digits

Please start filling in your basic information. What needs to be filled in here includes your full name, account name, password, contact address and phone number used on my.Appointment. If you have a profile photo you want to use, after clicking on the photo icon, my.Appointment will be linked to the photo album on your smart phone, and you can choose the photo you want to use. After completing the filling, click the "Next" button.

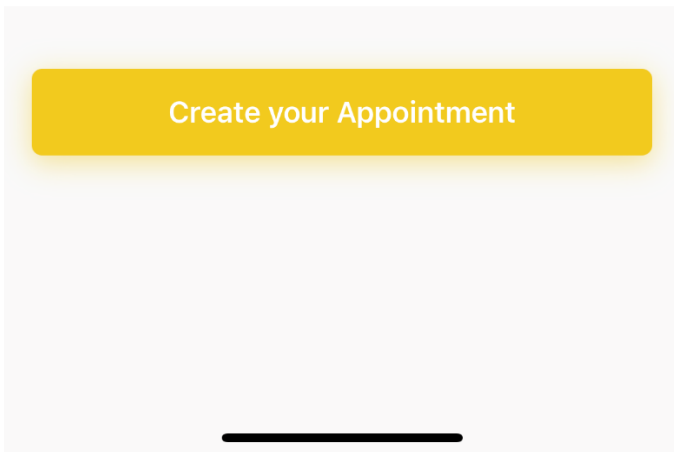


Next, the account information you set will appear on the screen. Press "Enter" to log-in the appointment calendar screen.

**UserID**

Annielin0813

**password**



**Create Service provider list**



# Start your reservation

Consumer

Specialist

Please enter the following information !

 User name

 Password



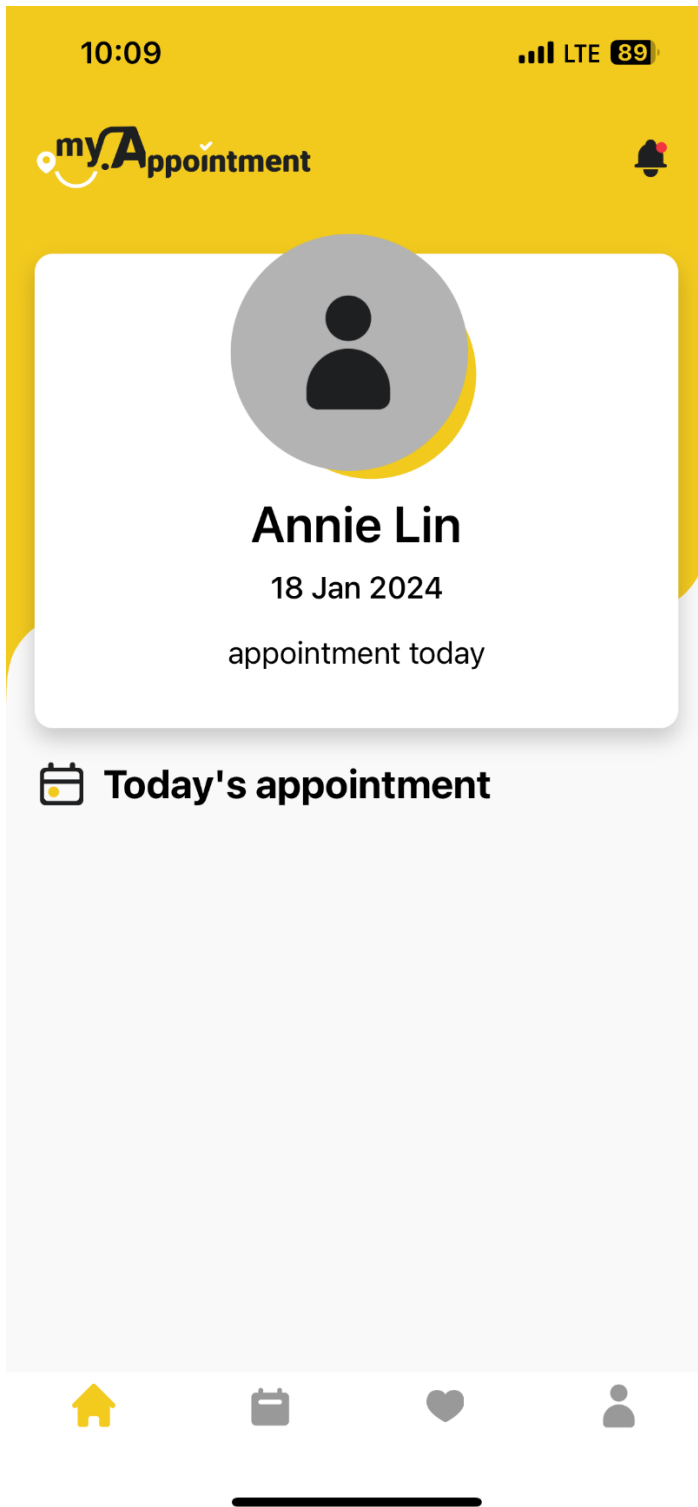
[Forget your password ?](#)

Log in

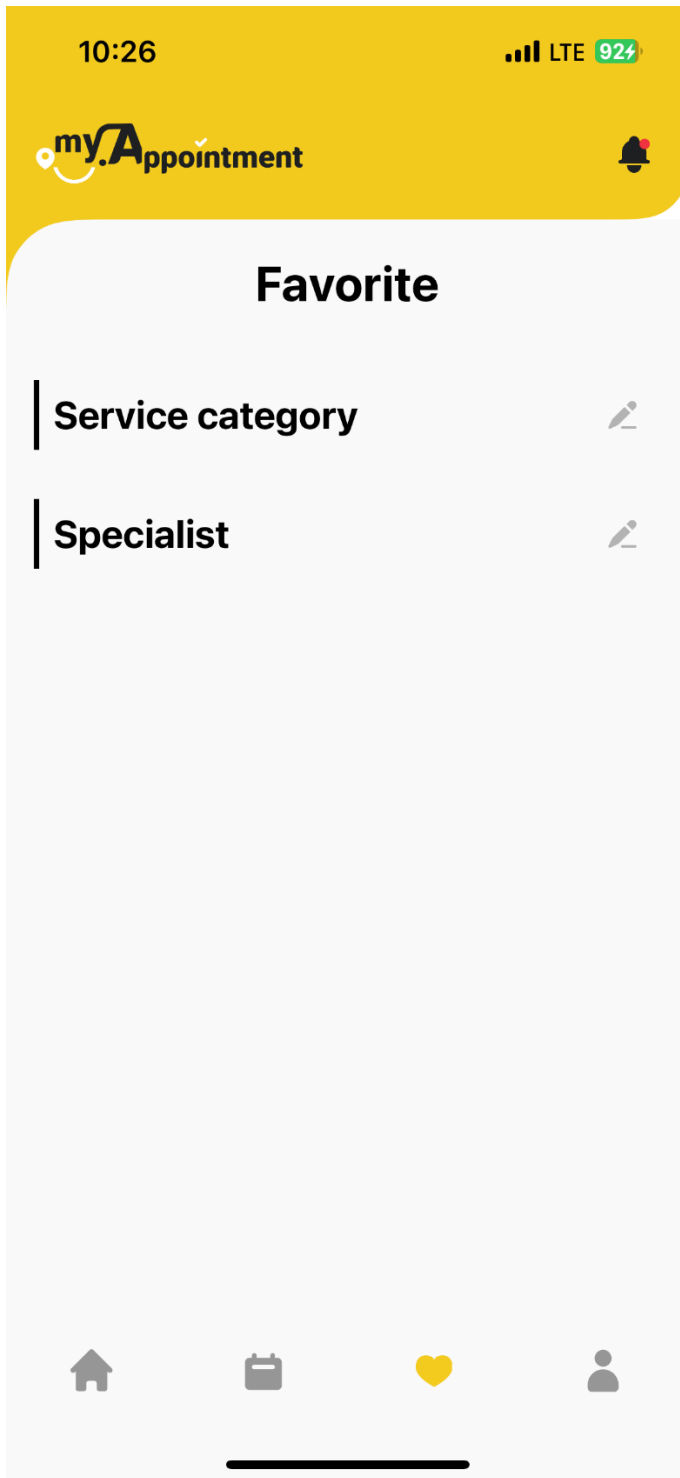
Don't have an account ?

[\*\*Create an Account\*\*](#)

Log in to my.Appointment with your account and password.



After entering my.Appointment, there are four permanent functions below. From left to right are the Main page (home icon), My calendar (calendar icon), My service provider (Heart icon) and Account management (Human icon). In order to shorten the appointment making, you need to store the service providers who provide your services to your service provider list before making an appointment.



After clicking the heart icon, you can see the "Favorite" screen. This screen lists all your service providers, including Service category and Specialist. If you want to add a new service provider into favorite list, first select the pen icon behind "Service category".

10:26

LTE 92%

myAppointment



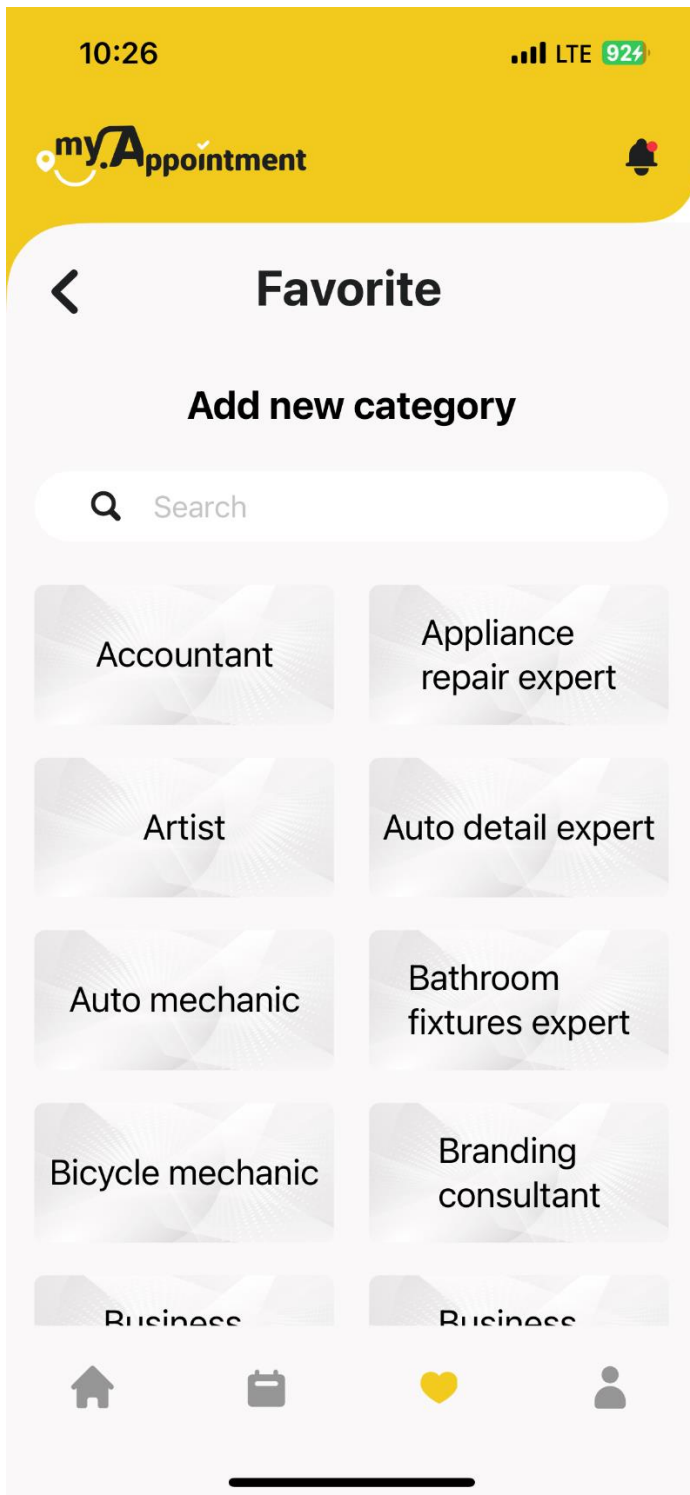
## Favorite

Service category

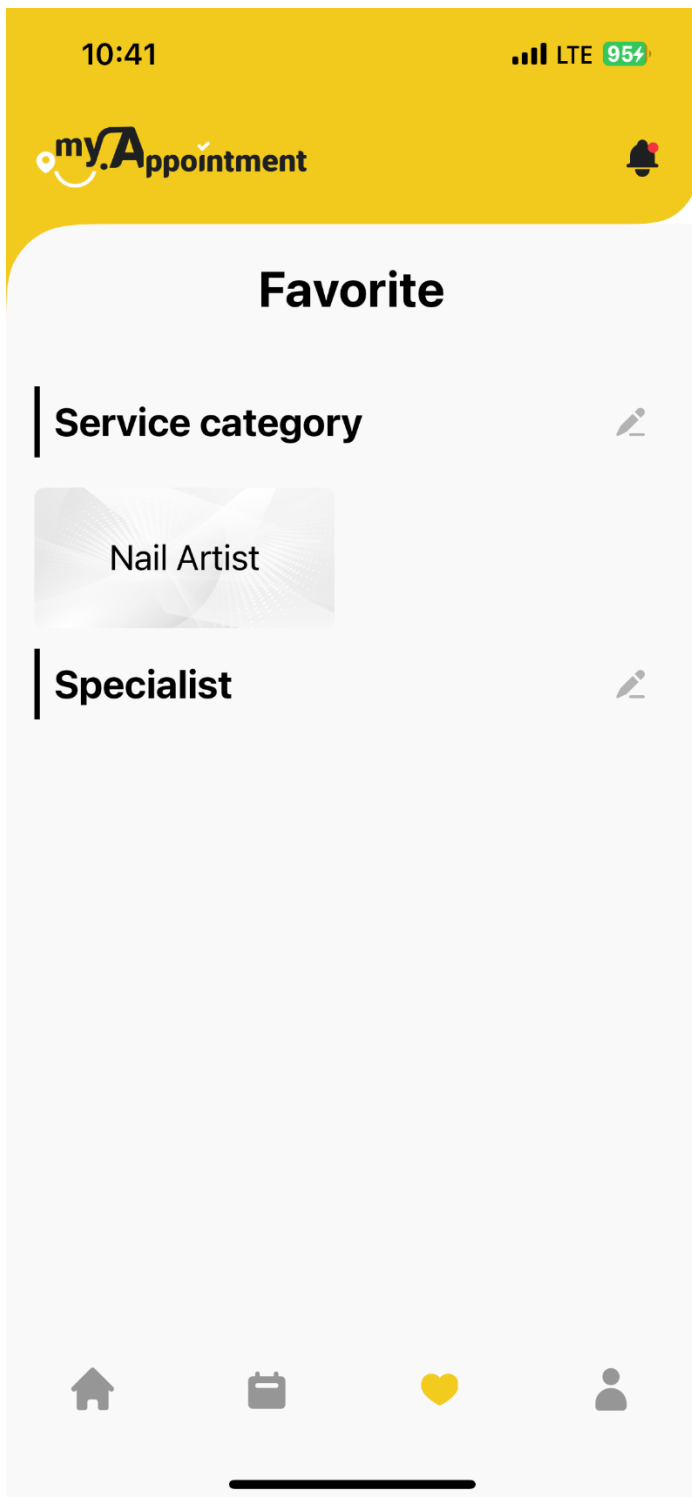
Add service category

or





my.Appointment will list all service categories. You can select the professional category of the service provider you want to add. After completing the selection of service category, click the "<" icon at the left of "Favorite", my.Appointment will return to the "Favorite" page.



When back to Favorite page, you can see that the Service category you just added has appeared in your list. Next, click the icon next to Specialist to start adding your service providers to the list.

10:47

LTE 96%

myAppointment



## Favorite

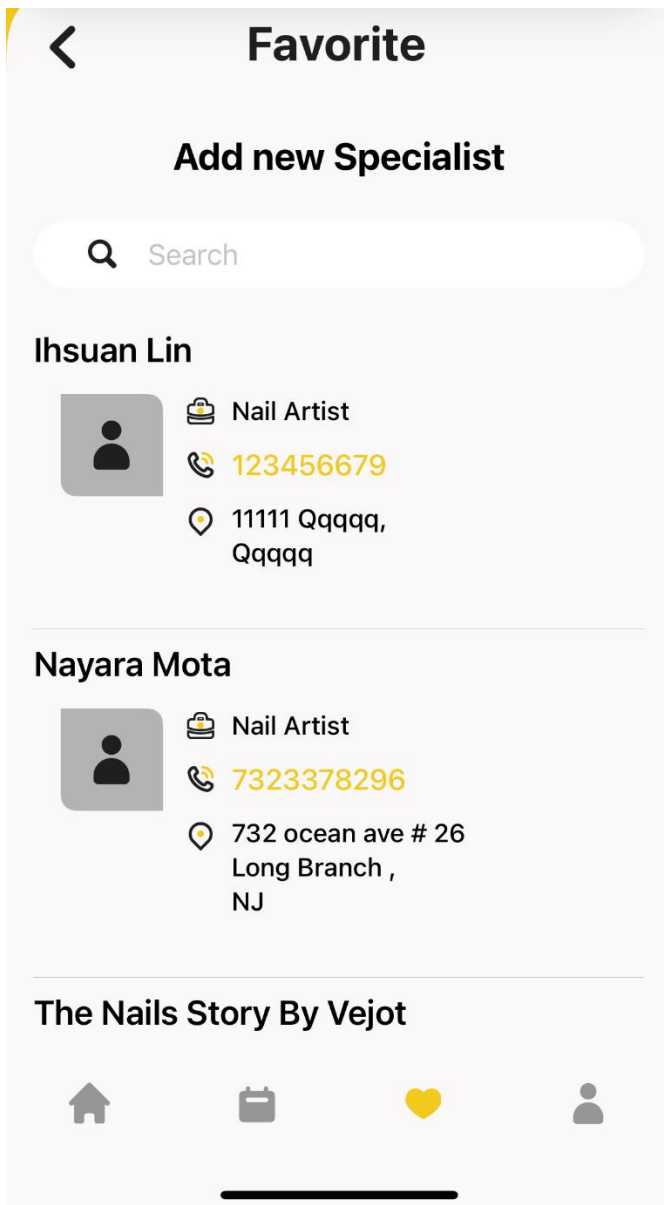
| Specialist

Add Specialist

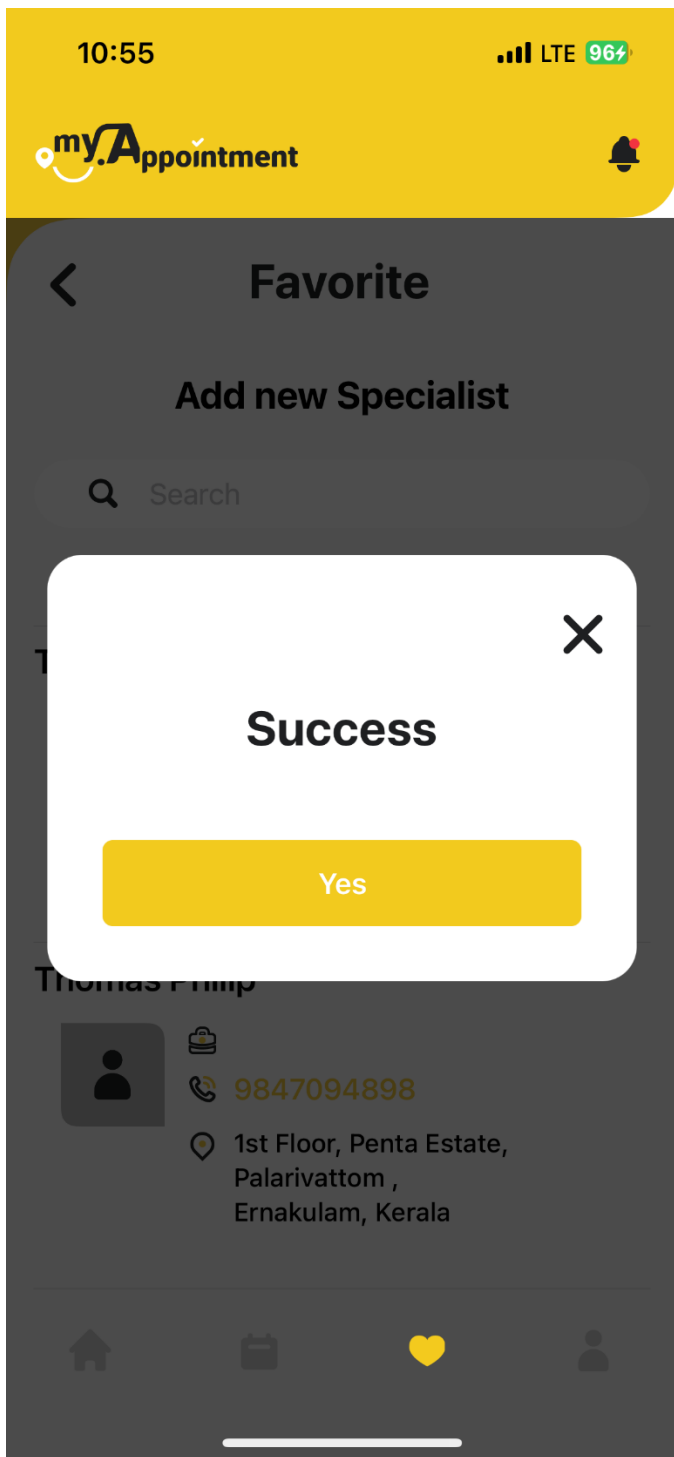
or



Click on "Add Specialist".



my.Appointment will list all service providers. You can slide the screen to select the specialist who provides services to you from the list, or enter the name of your service provider in the "Search" bar.



When you find your service provider, click on the profile photo next to their name, my.Appointment will add this service provider to your favorite list

11:01

LTE 97%

myAppointment



## Favorite

Service category



Nail Artist

Specialist



Nayara Mota



Nail Artist

7323378296

732 ocean ave # 26  
Long Branch ,  
NJ

The Nails Story By Vejot



Nail Artist

7814001295

Jalandhar Jalandhar,



After back to the "Favorite" page, you can see all the service categories and service providers you have saved. In the future, if you want to add a new service provider to the service category you have saved, just click on the pen icon after "Specialist" to add the specialist.

11:06

LTE 98%

myAppointment



## Favorite

or




**Nayara Mota**



 Nail Artist

 7323378296

 732 ocean ave # 26  
Long Branch ,  
NJ

### The Nails Story By Vejot



 Nail Artist

 7814001295

 Jalandhar Jalandhar,  
Punjab

Delete



If you want to delete a service provider that you have saved, on the "Favorite" page, click the pen icon after "Specialist" to enter the list of all service providers in your list, and click on this service provider's profile photo, and then click the "Delete" button, my.Appointment will move the service provider out of your list.

**Book a service**



# Start your reservation

Consumer

Specialist

Please enter the following information !

 User name

 Password



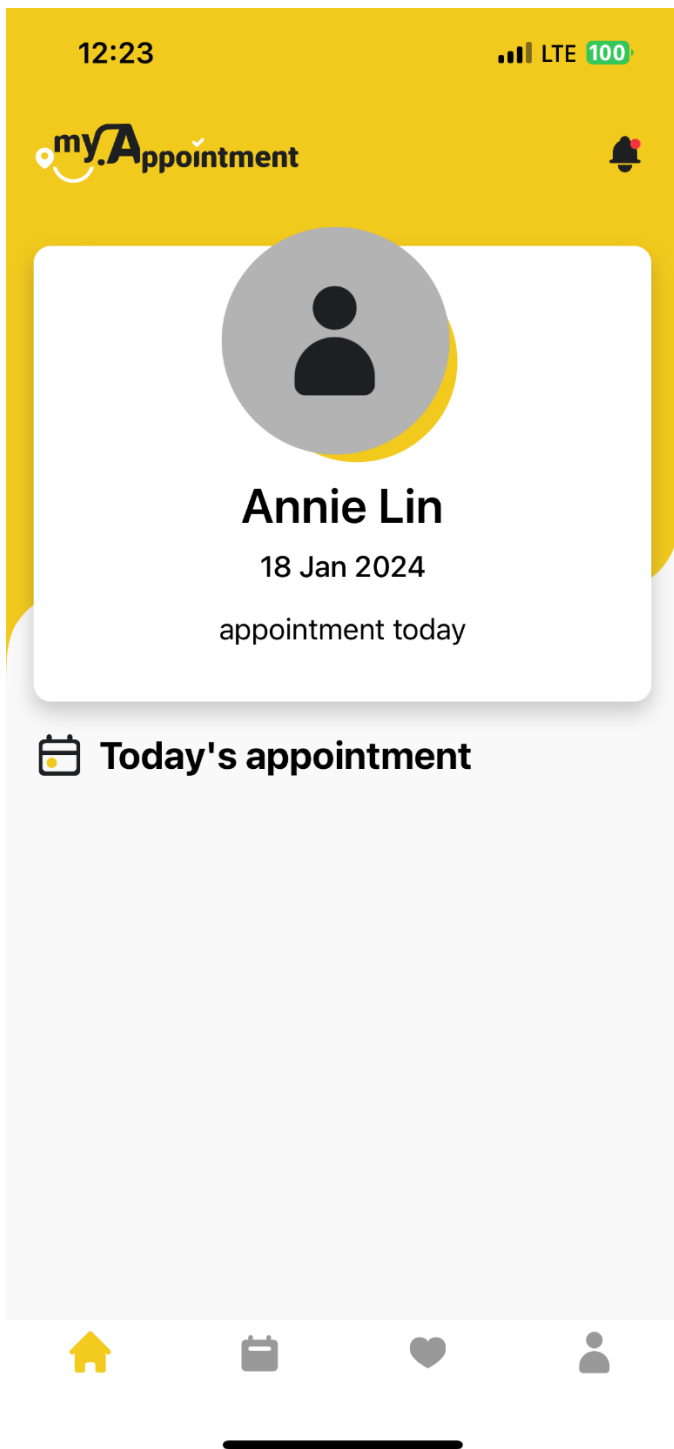
[Forget your password ?](#)

Log in

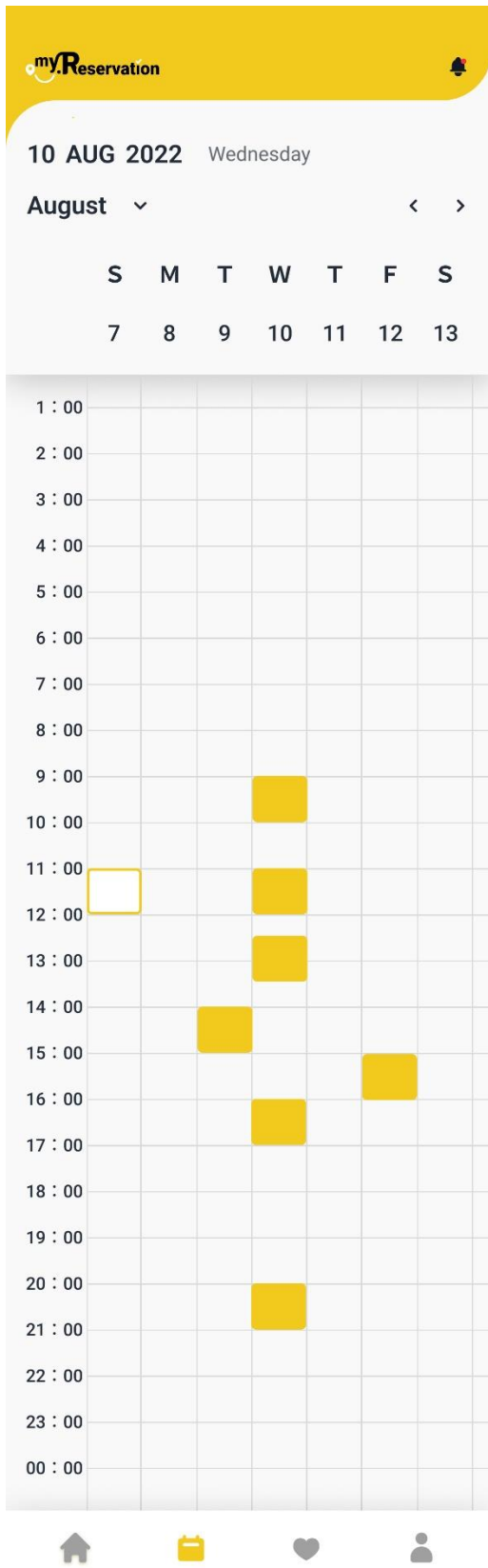
Don't have an account ?

[Create an Account](#)

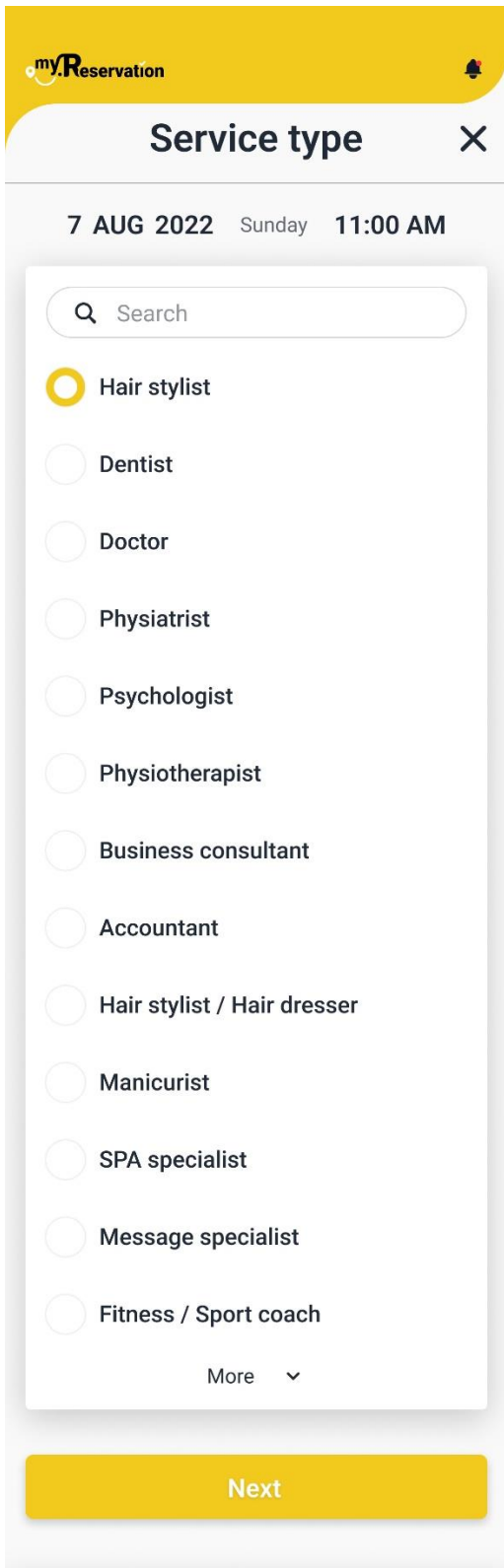
Log in to my.Appointment with your account and password.



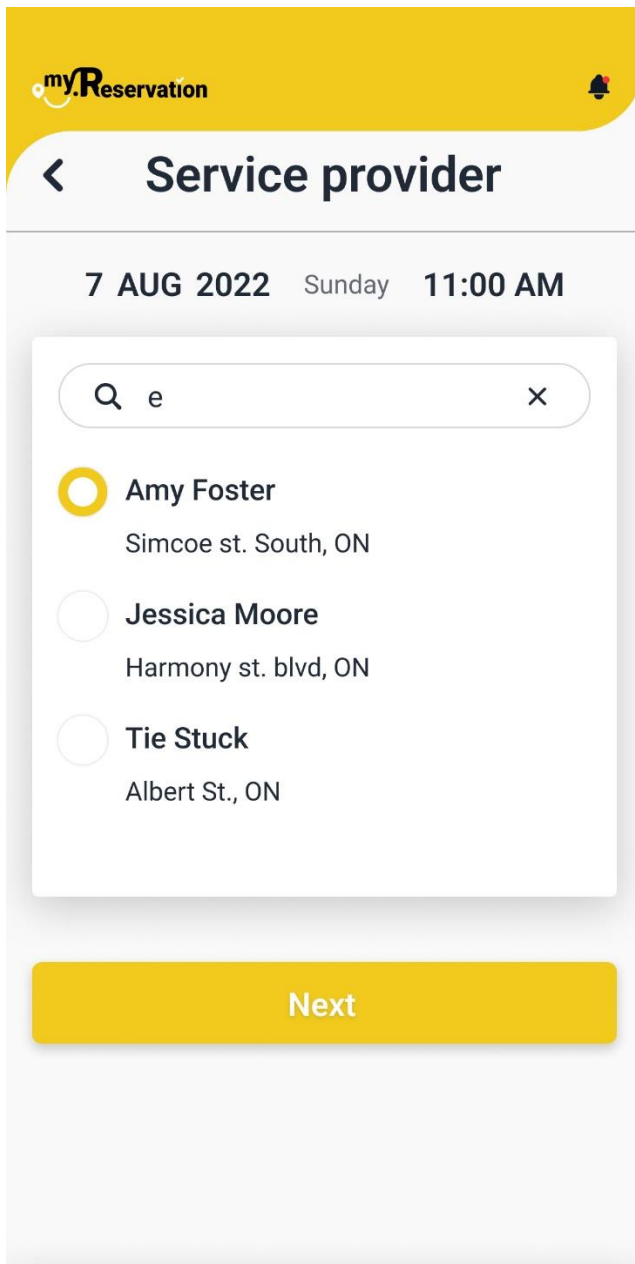
After logging in to my.Appointment, you will first go to the Main Page where all your appointments for today are listed. If you want to start booking a service, please click the Calendar icon below.



After entering your calendar, you can see this week's schedule. The gold grid means existing appointments and the white grid means the time slots that can make appointment. Please click on the time slot you want to make an appointment on the calendar.



Then, my.Appointment will list the service categories you have saved. You click on the service category you want and press the "Next" button.



Then, my.Appointment will list the service providers you have saved under this category. Select the service provider you want, and then press the "Next" button.



Schedule booked successfully

**Amy Foster**



 7 AUG 2022 SUN

 11 : 30

 Hair stylist

 (905) 9223327

 Simcoe st. South, ON

Confirm



If the service provider you selected is not booked at this time slot, my.Appointment will put your appointment in his/her calendar.



This time slot is not available, please select another time slot!

**Amy Foster**



9 AUG 2022 SUN

11 : 30

Hair stylist

(905) 9223327

Simcoe st. South, ON

Cancel


or

Check available time slot



If the service provider you selected has been booked by other consumers at this time slot, my.Appointment will notify you that the appointment was unsuccessful. You can click "Check available time slot" to select other time that can be booked.


myReservation








This time slot is not available, please select another time slot!

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**Amy Foster**



-  9 AUG 2022 SUN
-  11 : 30
-  Hair stylist
-  (905) 9223327
-  Simcoe st. South, ON

Cancel

or

Check available time slot ^

< August 2022 >

S	M	T	W	T	F	S
7	8	9	10	11	12	13

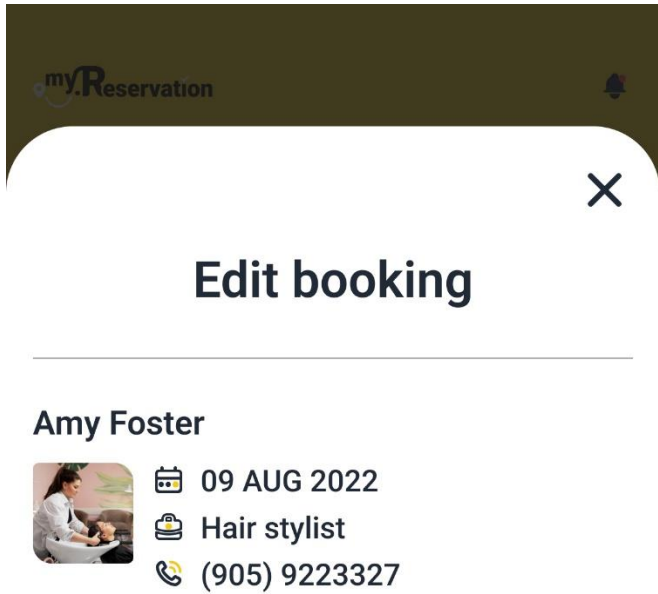
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10 : 00	10 : 30	11 : 00
11 : 30	12 : 00	12 : 30
13 : 00	13 : 30	14 : 00

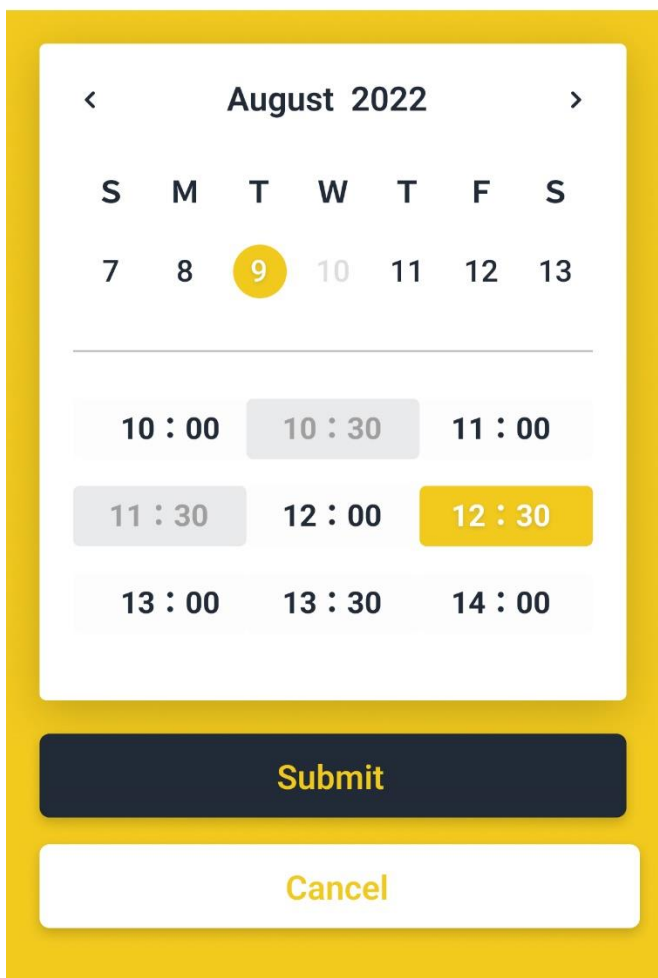
Submit

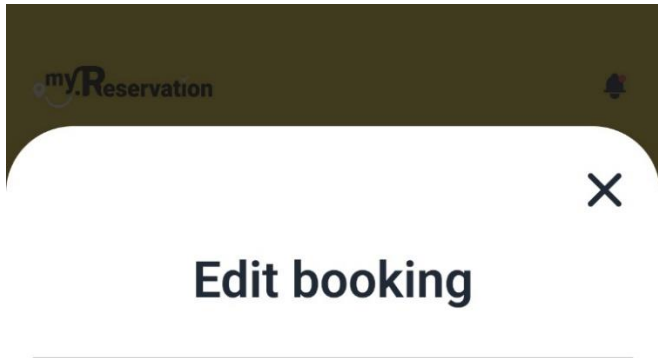
Home Calendar Heart Profile

After clicking "Check available time slot", my.Appointment will show list the schedule of this service provider for the day. The time slot with gray color means that he/she has been booked by other consumers, and the time slots with clear background means that both he/she and you have no schedule. You can click on the available time slot to book an appointment.



If you want to reschedule the appointment, please click on the appointment you want to change on your calendar, my.Appointment will list the details of the appointment. Please select the day and time period you want to reschedule, and then click the "Submit" button, my.Appointment will update the appointment time. After rescheduling the appointment, my.Appointment will proactively notify the service provider via a message.





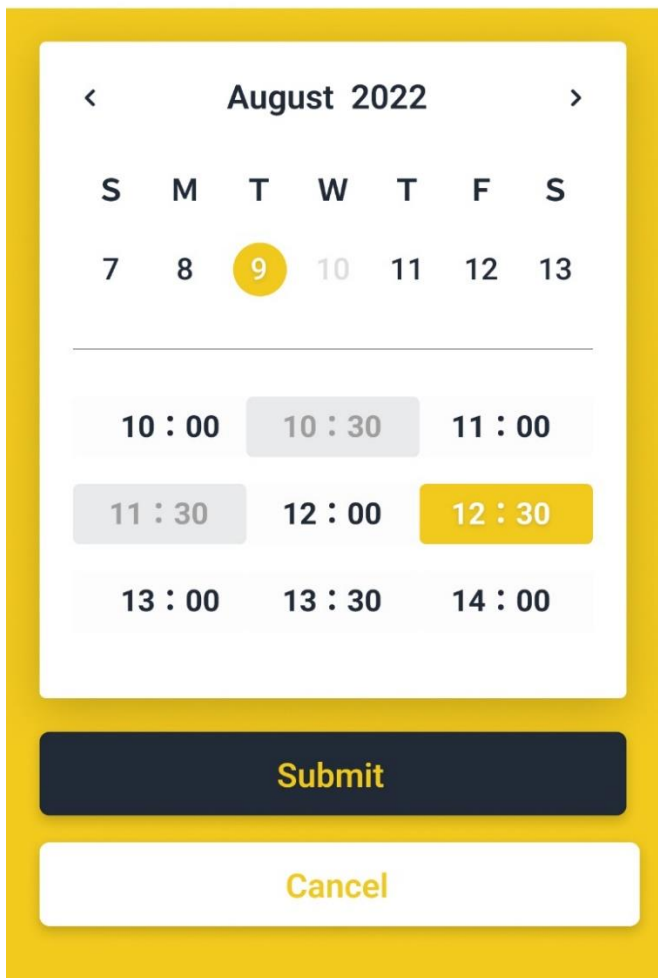
**Amy Foster**



 09 AUG 2022

 Hair stylist

 (905) 9223327



If you want to cancel an appointment, please click on the appointment you want to cancel on your calendar. my.Appointment will list the details of the appointment. Please click the "Cancel" button and my.Appointment will delete it. After cancel the appointment, my.Appointment will proactively notify the service provider via a message.



## Appointment reminder

Hi Tiffany,  
You have a hair stylist Amy appointment  
at 9 AUG SUN 11 : 00

### Amy Foster

Phone (905) 9223327

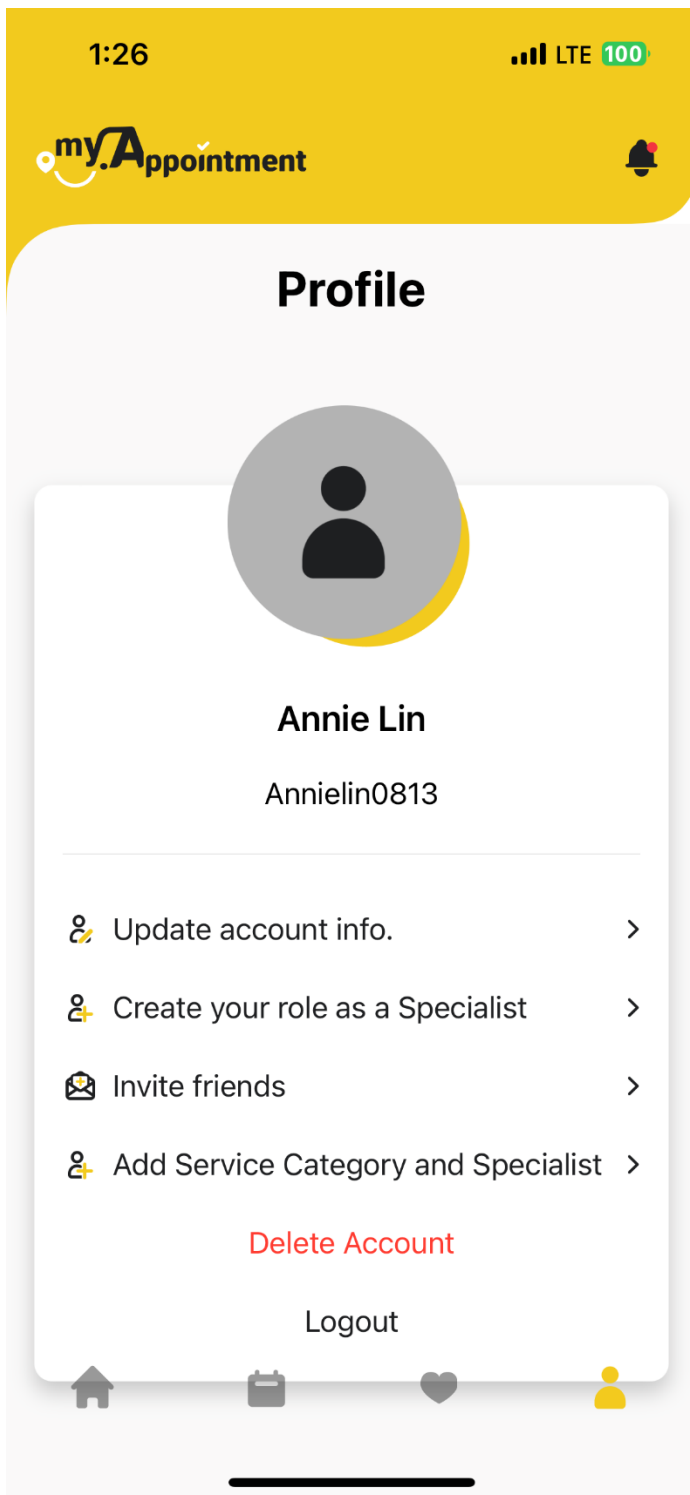
address Simcoe st. South, ON

Confirm

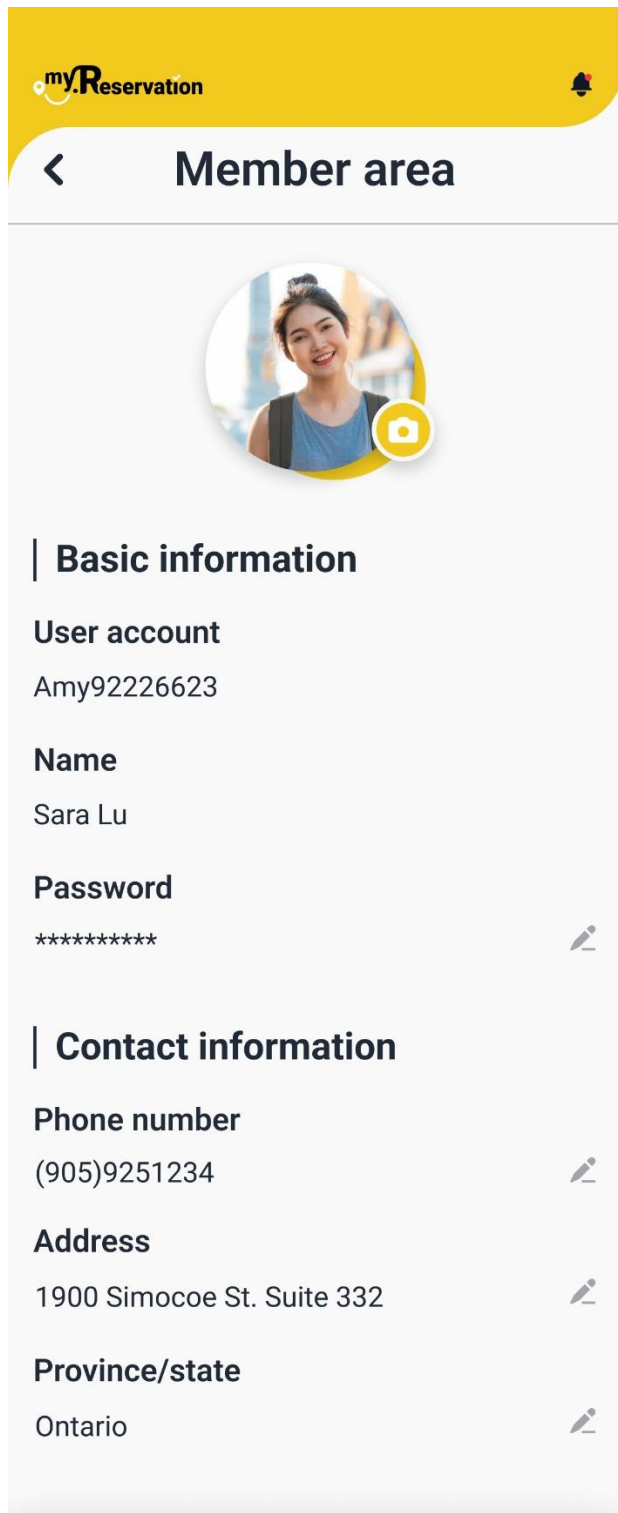
Book now

On the morning of the appointment day, my.Appointment will proactively send you a message to remind you of the day's appointment schedule, so you won't forget it.

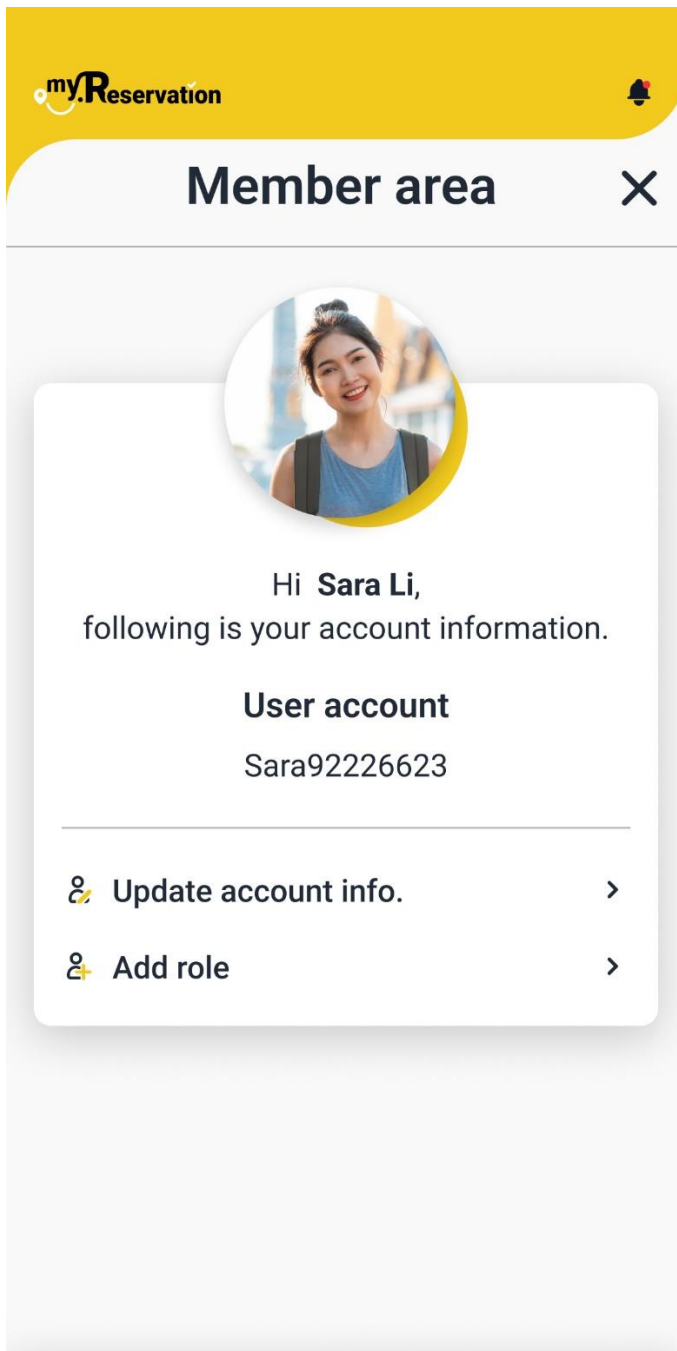
# **Account management**



If you want to manage your account, you only need to click the "Human" icon, and my.Appointment will pop up four sub-functions including updating account information, Create your role as a Specialist, inviting friends to use my.Appointment, and add service specialist into your favorite list.



If you want to change your basic information, click the "Update account information" item, my.Appointment will pop up your basic account information, where you can click on the pen icon to update your login account password and contact information. After entering the new information, click the "Update" button and my.Appointment will store your latest account information.



Of course, you can be a customer and at the same time a service provider of other consumers. In the "Create your role as a Specialist" function, my.Appointment will switch to the service providers' account page (the background color is black), and you can create your personal information as a service provider. For how to create your service provider account, please see the service provider user manual.

## < Forgot password

Please fill in your registered mobile phone number and the system will send you a link to reset your password.

 Your phone number

Send

my.Appointment welcomes more users to use the app. Under the "Invite friends" item, you can enter the email address of the person you want to invite to use my.Appointment, whether he/she is your friend or a service provider. After entering the email, press the "Invite" button, and my.Appointment will send the invitation message to the person via email.