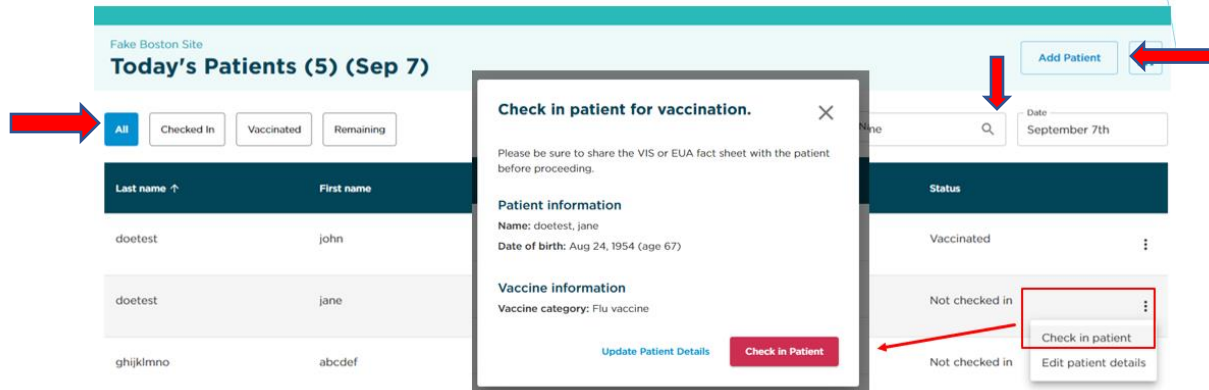


Log in to your Color account at home.color.com/sign-in

- Select your site if working at more than one and a tool if doing multiple roles, although most of you will have one site and one role. Click **CONTINUE** to open the clinic registration list.
- Confirm the date is today's clinic, then use the search box beside the date to find a patient
 - Click on the 3 dots on the far right of the name and **select Check In Patient**



- Confirm their name and date of birth from the pop up box
 - Always click on **Update Patient Details** to make changes as needed and to verify that health insurance has been entered (if available), or to add another insurance
 - Select Health Insurance to verify or add insurance for everyone
 - To add an insurance, check Yes, I have multiple insurance plans
 - Select Patient Information to correct the name or date of birth or address details
 - Click **CONTINUE** once information is verified, added or corrected
- You are returned to the patient list, now click on **Check in patient** from the 3 dots
 - Status changed to Checked-in and patient is on the checked in list
 - If wrong person was checked in, click on Undo Check-in under Status to change back to Not Checked-In

Patients who are not pre-registered can be added into the clinic using the **ADD PATIENT** button at the top right of the screen. They are added in real time, you don't need to select an appointment time. Also, they are added as already checked in so you don't need to check them in.

- Have insurance cards and driver's license (name, date of birth & address) ready
- Fill in requested information as you continue through the form
 - Patient name, date of birth, address, sex and race/ethnicity
 - Prevaccination checklist answers
 - Insurances – all available such as Medicare and an Advantage plan
 - Consent for sharing to MIIS, billing, vaccine information given

Patients may also use the provided QR code or clinic link to self-register on site

- They will be added to the registration list
- You will need to Check-In patient from the list

Sign out of Color when you leave to help protect patient privacy and your Color account

- Click on the drop down by your name
- Click SIGN OUT
- Ensure that the screen has returned to the Sign In to Color screen