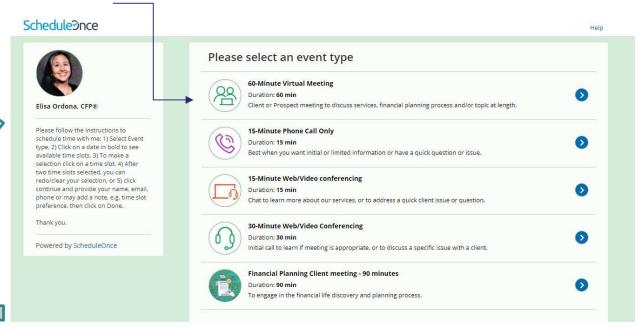
To request a virtual appointment with Elisa Ordona at Everimagine Financial Planning use this link:

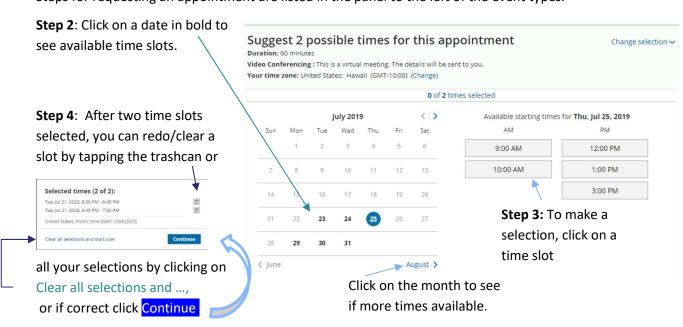
https://go.oncehub.com/EverimagineFPAppointments

After clicking on the virtual appointment link, you will see a menu to choose from showing the different event types varying in duration and function.

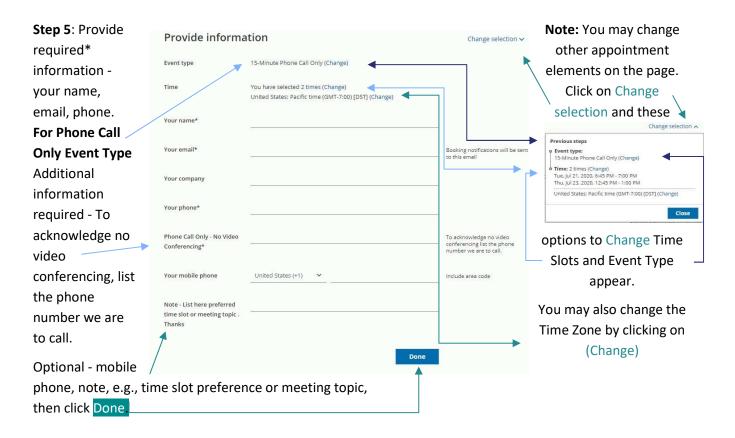
Step 1: Select/tap the appropriate event type based on your needs and the purpose of the meeting.



Steps for requesting an appointment are listed in the panel to the left of the event types.



SCHEDULE APPOINTMENTS INSTRUCTIONS



In-Person Appointment

To request an In-Person appointment, please use this link: https://go.oncehub.com/ElisaOrdona

Since there are no Event Type options for In-Person appointments, the process is the same as the virtual appointments starting with Step 2.



SCHEDULE APPOINTMENTS INSTRUCTIONS

After the booking request is made, you'll first receive an email showing your request has been submitted. It will look like this:

Your Booking request has been submitted

It will include the Event Type and 2 time slots you submitted, as well as the location of the meeting. If your appointment is a virtual meeting it will include the video conferencing

When it's time, join the meeting from PC, Mac, Linux, iOS or Android:

information/link.

When it's time, join the meeting from PC, Mac, Linux, iOS or Android: https://zoom.us

It will also show your information including your phone number and any notes you added.

United States; Pacific time (GMT-7:00) [DST]

If you need to revise or cancel your request, click on this:

Cancel/Reschedule

Next, you'll receive a follow up email confirming the appointment selected from the two time slots you submitted. The confirmation will look like this:



Alternatively, you may receive an email requesting you to resubmit your book request.

The subject line will be: Action required: Please resubmit Booking request

To resubmit your book request, click on this button: Resubmit

Resubmit your booking request in the email.

Once your booking request is finalized, and you receive the confirmation email, you will be able to revise or cancel your appointment using the button in this email as well as the appointment reminder emails. The Cancel/Reschedule button looks like this:

Time

Mon, Jul 1, 2019, 12:00 PM - 01:00 PM United States; Pacific time (GMT-7:00) [DST] Cancel/Reschedule

You can also add your appointment to a variety of popular calendars by clicking on the specific calendar listed

the bottom of the confirmation email. calendar, the video conferencing link you can join the meeting by clicking on

Add to Outlook Calendar

31 Add to Google Calendar

Add to Apple Calendar

Once the event is added to your will also be posted in the event, and the link in the calendar.

