## How To Schedule an Appointment with a Benefits Counselor

## **Click 'HERE' to schedule**

On the booking calendar (see screenshot to the right)

- Select the employee's resident state.
- Select a date and a time the employee would like to be contacted by the counselor. \*\*Also, select the correct time zone- (the calendar is automatically defaulted to EST)\*\*
- Fill out employee's name, email address, phone number and any information requested on the booking link.
- Press the Book button to complete the appointment request.
  - Note: Employees will receive an email and/or a text reminder prior to the scheduled appointment.



## Lion Brand Yarn (8/21/23-8/25/23)

New Jersey Resident / Lion Brand Yarn (1) 30 minutes Arizona Resident / Lion Brand Yarn (1) 30 minutes						0	Ohio Resident / Lion Brand Yarn 30 minutes			
						0	Maine Resident / Lion Brand Yarn 30 minutes			
-						Au	gust 21			
< > August 2023							Select staff (optional)			
Su	Мо	Tu	We	Th	Fr	Sa	🚨 Anyone			
		1	2	З	4	5				
6	7	8	9	10	11	12	8:00 am	8:30 am	9:00 am	
13	14	15	16	17	18	19	9:30 am	10:00 am	10:30 an	
20	21	22	23	24	25	26	11:00 am	11:30 am	12:00 pm	
27	28	29	30	31			12:30 pm	1:00 pm	1:30 pm	
							2:00 pm	2:30 pm	3:00 pm	
							3:30 pm	4:00 pm	4:30 pr	
				() All	times are	e in (UTC-05:0	00) Eastern Time (US & Canada	~		
						Add y	our details			
Name *							Please let us know if you have any special reque Thank you.			
Email *							Notes (optional)	Notes (optional)		
Select	country	code 🗸	<ul> <li>Phon</li> </ul>	e numbe	er *					