

2EnrollMe: Scheduling Appointments

1. Visit <http://211sandiego.org/resources/enrollment-services/>
2. Select San Diego County, the appropriate Program Type, Family Size, and Language and click **Submit**

***Combo = Combined CalFresh and Medi-Cal appointment**

Find an Appointment

County

San Francisco ▼

Program Type

☐ CalFresh

☐ Covered CA

Family Size (Including Self)

☒ 1-2 People

☐ 3-4 People

☐ 5 or More People

Language

☒ English

☐ Spanish

SUBMIT

3. From calendar, use drop-down menus to view available timeslots by morning, afternoon, or evening
 - If necessary, use arrows to navigate between weeks
 - Select timeslot

January 2018

Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27
+MORNING 0 available	+MORNING 0 available	+MORNING 0 available	+MORNING 0 available	+MORNING 0 available	+MORNING 3 available	+MORNING 0 available
+AFTERNOON 0 available	+AFTERNOON 0 available	+AFTERNOON 0 available	+AFTERNOON 0 available	— AFTERNOON	+AFTERNOON 1 available	+AFTERNOON 0 available
+EVENING 0 available	+EVENING 0 available	+EVENING 0 available	+EVENING 0 available	12:00 pm	+EVENING 0 available	+EVENING 0 available
				01:15 pm		

4. Complete all fields

- **Confirm client's name is spelled correctly and phone number is correct.**
- Review **Terms of Service** with client. Does not have to be read verbatim.

You

Please tell us about yourself.

FIRST NAME

* First Name


LAST NAME

* Last Name

EMAIL

* Email

MOBILE PHONE

*  MOBILE PHONE

HOW DID YOU HEAR ABOUT US?

* Nothing selected ▼

☐ By clicking this checkbox you are agreeing to the Terms of Services.

[Continue](#)

* indicates required field.

For email field:

If client does not have an email, use following format:

FirstnameLastnamemmddyyyy@sumo.com

Example: JohnDoe010262018@sumo.com (Date should have 8 digits and should be day you are creating the appt)

If client has two last names, use both:

JohnDoeSmith01242018@sumo.com

5. Last Step

- Disregard Reminder Options
- Use **Reason for Appointment** field to enter any information that may be helpful to Specialist. (ex. If client is being assisted by an Authorized Representative, alternate numbers, etc.)
- Click **Schedule Now**
- Agent will see a confirmation page with an appointment confirmation number. Review appointment details with client.

Last Step

Would you like to be reminded?

EMAIL ME

Do Not Send Reminder ▼

REASON FOR APPOINTMENT

Reason for Appointment

[Schedule Now ✓](#)