

TriHealth Corporate Health Online Registration System User Guide

1. Click on “click here” under First Time Users.

The screenshot shows a Windows Internet Explorer browser window displaying the TriHealth sign-in page. The URL is <https://app2.timetrade.com/tc/ClientRegistrationContactInformation.do?method=forward&cmd=direct&...>. The page features the TriHealth logo and a welcome message: "Welcome to our online scheduling system." Below this, there are instructions for new and returning users. The "Existing Users" section has a "Sign In" button. The "First time users" section has a "click here" link for registration. The browser's taskbar shows the Start button, several application icons, and the system tray with the time 13:46.

2. Enter the required (*) data then click “Next”.

The screenshot shows a Windows Internet Explorer browser window displaying the "Employee Registration - Contact Information" page. The URL is <https://app2.timetrade.com/tc/ClientRegistrationContactInformation.do?method=init&process=logIn&step...>. The page features the TriHealth logo and a heading "Employee Registration - Contact Information". Below the heading, there is a form with the following fields: "Please provide the following contact information for your account." followed by " *First name", " *Last name", " *Contact Phone" (with area and extension boxes), " *Email address", "Email format" (dropdown menu set to HTML), " *Company Name", " *Billing Address 1", " *City", " *State" (dropdown menu set to Ohio), and " *Postal code". A legend indicates that fields with an asterisk (*) are required. At the bottom right of the form, there are "Back" and "Next" buttons. The browser's taskbar shows the Start button, application icons, and the system tray with the time 13:48.

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3. Enter your credit card information then click “Next”.

Contact Information - Windows Internet Explorer

https://app2.timetrade.com/tc/ClientRegistrationContactInformation.do?method=write&cmd=donext&prt

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Employee Registration - Credit Card Information

In order to accept your appointments we need a valid credit card on file.
Credit Card

*Card Type

*Card Number

*Expiration Date (MM YYYY)

*Name on Credit Card

* Required

Back Next

start Microsoft Office O... Contact: Information -... CH Online Registratio... 100% 13:49

4. Enter a username and password then click “Next”.

Username and Password - Windows Internet Explorer

https://app2.timetrade.com/tc/ClientRegistrationCreditCardInformation.do?method=write&cmd=donext&prt

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Employee Registration - Username and Password

Please enter the username and password you will use to access your account.

Username is case sensitive and can be set to a combination of your first and last names i.e. JohnSmith.

*Username (must be at least 6 characters)

*Password (must be at least 6 characters)

*Confirm password

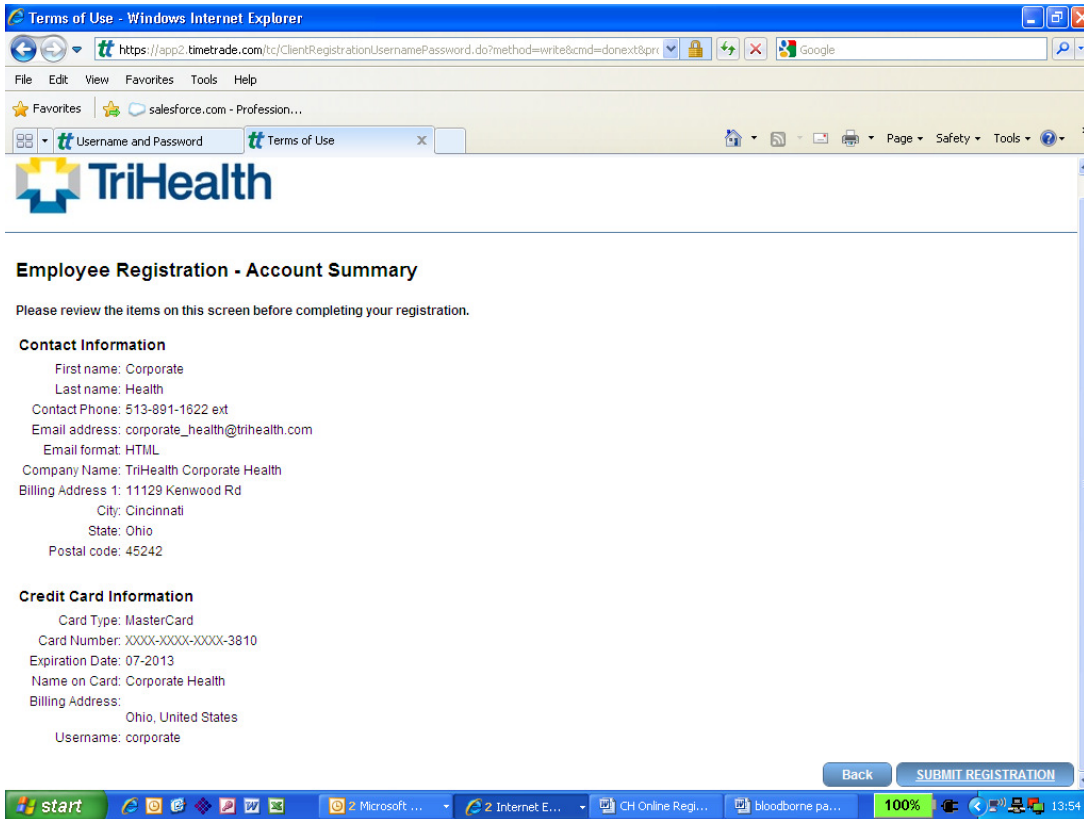
* Required

Back Next

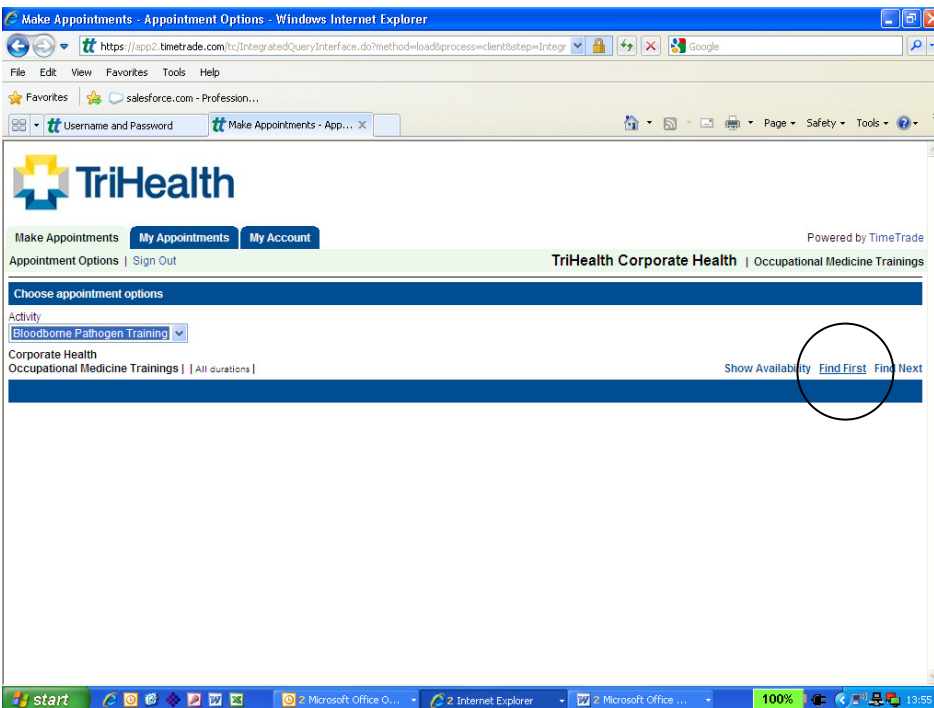
start Microsoft Office O... Username and Passw... CH Online Registratio... 100% 13:51

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5. Confirm your registration/account summary. Click on “Back” to make edits.

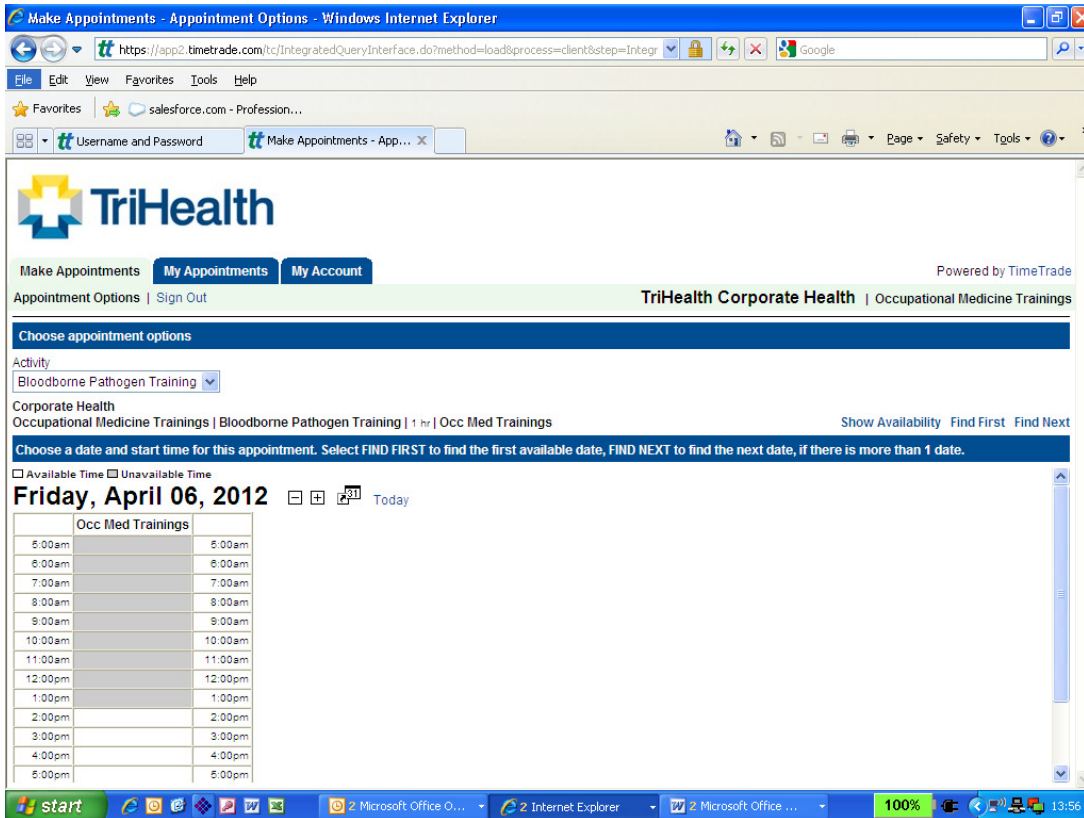


6. Click on “Submit Registration” when finished.
7. Select an Activity from the Activity drop down box and click “Find First”.



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- Click on an open time slot (white box). The date/time you select does not matter. Once you select a date/time, you will receive an email with a link to the training which you can complete at your leisure. However, you will be billed for the training immediately after you sign up on this site.



- You will receive this confirmation page once you have selected a date/time. Click on “Finish” to complete the process. And then Sign Out.

