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# Client Portal Client Experience: Self-Schedule an Appointment QRG

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## Overview

**This Quick Reference Guide is intended for:** Clients or Representatives who would like to self-schedule an appointment on the Portal.

**It contains:** A step-by-step guide on how to self-schedule or reschedule an appointment on the Portal.

Before distributing this guide, be sure your Agency has this feature enabled.

*This content was last updated on 1/10/2022.*

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