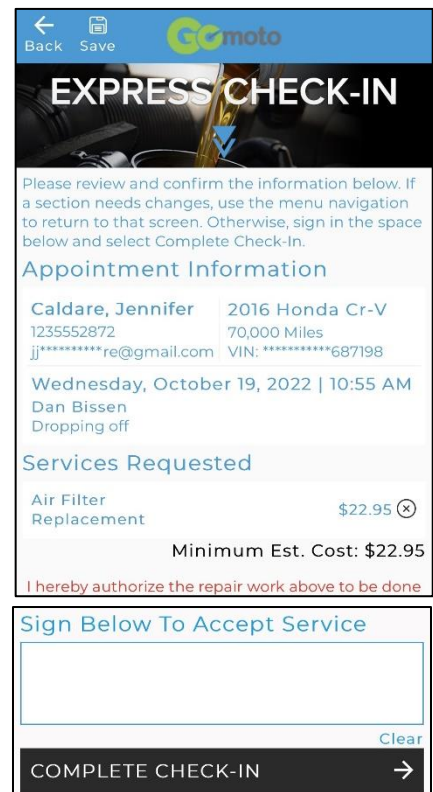
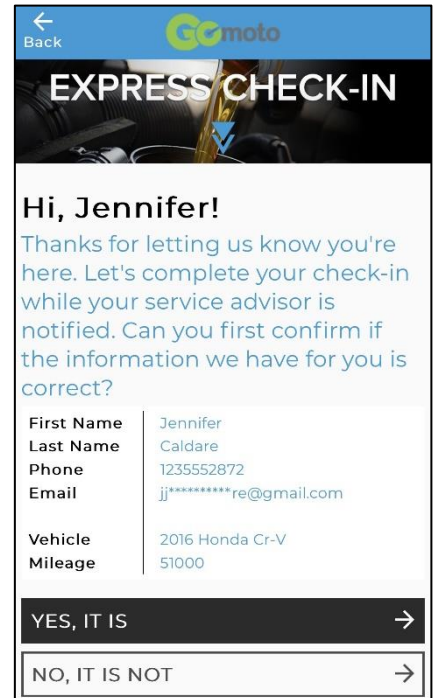


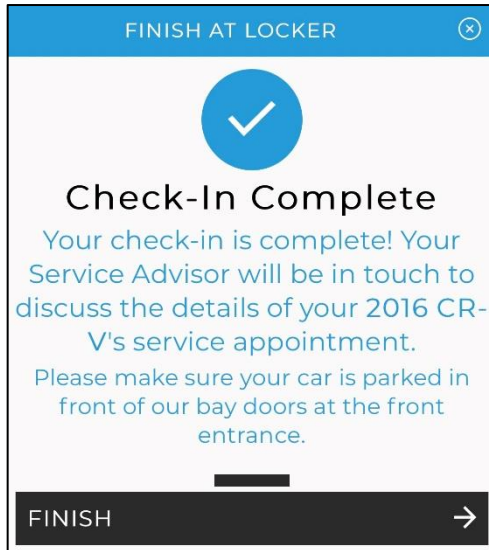
Consumers will receive an appointment reminder email prior to their appointment with instructions to click the “I’m Here” button when they arrive at the kiosk. Clicking the “I’m Here” button opens the mobile check-in site for the kiosk.

Complete the following steps to check in with an appointment.

1. On the mobile check-in site, confirm the consumer’s information.
 - a. If the information correct, tap **Yes, It Is**.
 - b. If the information is incorrect, tap **No, It Is Not**.
 - i. Verify the correct **phone number** and **email address** are entered. Choose the **preferred contact method** and tap **Proceed**.
2. After tapping Yes, It Is, enter the vehicle’s **mileage** and tap **Proceed**.
 - a. If the appointment does not have a vehicle, enter the vehicle information.
 - i. Year
 - ii. Make
 - iii. Model
 - iv. Trim
 - v. Style
 - b. Tap **Proceed**.
 - c. Enter the vehicle’s **mileage** and **VIN**, if available. Tap **Proceed**.
3. An information page displays with the current services on the appointment. Tap **Proceed**.
4. Select the **Transportation Type** and tap **Proceed**.
5. Verify the consumer information is correct and tap **Yes, It Is**.
6. Verify the **mileage** is correct and tap **Proceed**.
7. On the **Appointment Summary** page, verify the **consumer information, vehicle information, and Services Requested**.
8. **Scroll** down to the bottom of the screen.
9. Have the consumer **sign their name** to accept service. Tap **Complete Check-In**.
 - a. The check-in details are saved.



10. A **QR code** displays. Use either QR scanner at the kiosk to **scan** the QR code.
 - a. The kiosk will direct the consumer to place their key in a specific locker, and the locker door will open.
11. **Place** the key in the locker and close the door.
 - a. The screen on the mobile device will change.
12. **Answer** the two remaining questions to complete the check-in.



13. Tap **Resend Email** if the Check-In Confirmed email is not sent to the specified email address.
14. Tap **Finish** to return to the main screen.

