



Online Appointment Scheduling

To schedule an appointment at WellPorte

Go to www.cityoflaporte.com

Go to the "City" dropdown

Click on "Human Resources/Jobs"

Click on "WellPorte Employee Health Center"

First-Time Users:

1. Select a "service" in the drop down.
2. Select "Provider".
3. Select an "open" date.
4. Select from one of the appointments available on that date.
5. Please click "New User".
6. Complete requested information, including a login and password.

*Please note: For ease of use the *user name can be shared by a family.*
Each individual family member needs *their own unique password.*

Example-
Log-in: coltsfan23
Password: Mom (or Dad, Jack, Jill etc)

7. Click "Finalize".

You will be sent 2 separate emails after you have completed your online registration.

- The 1st will be a registration confirmation with your individual log-in you created and password.
- The 2nd will be an appointment confirmation with provider, date and time you requested.

Returning Users:

1. Go to log-in and enter your information
2. Then click on password and enter that.
3. Then proceed to follow steps 1-4 above.
4. Then click "Finalize"

You will once again receive a confirmation email after you have made an appointment.