

Steps for Pre-Check in:

1. Log into **mychart.upstate.edu**
2. Select the upcoming appointment from your Home Page under TO DO
3. If appointment is eligible for e-check in, Pre-Check In button will show next to the appointment
4. Click on Pre-Check In
5. Verify or Edit information in the following tabs:

## Pre Check-In



- a. **DEMOGRAPHICS**
  - b. **INSURANCE**
    - i. Responsibility for Payment
    - ii. Active Coverages
  - c. **MEDICATIONS**
  - d. **ALLERGIES**
  - e. **CURRENT HEALTH ISSUES**
6. Click SUBMIT after the last section to generate the QR CODE which will look like the following:



7. Be sure to print the code for Kiosk Check In or download the Mobile App to your phone to facilitate easy check in at the kiosk upon arrival at the clinic.