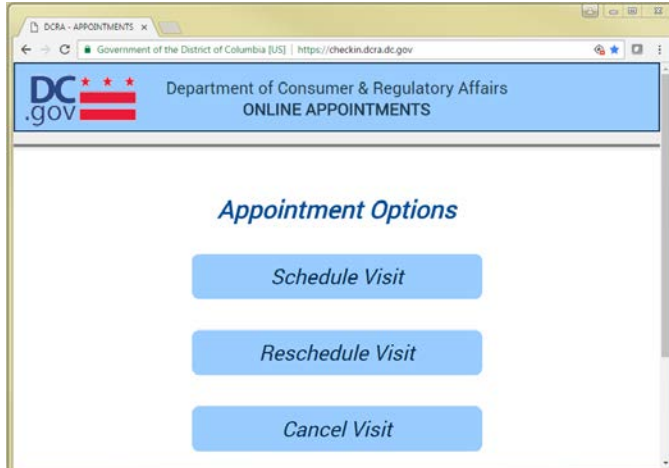
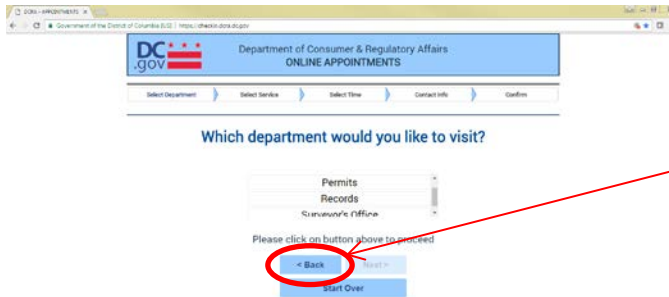




Schedule an appointment



1. Log into the DCRA Online Appointments page:
<https://checkin.dcra.dc.gov>
2. Select Schedule Visit



3. Select which department you would like to visit. Hit the "next" button.

Use the "back" button to go to the previous page or the "start over" button to go back to the home page.



4. Select what type of service we can help you with. Hit the "next" button.

Use the "back" button to go to the previous page or the "start over" button to go back to the home page



5. Select a date for your appointment.

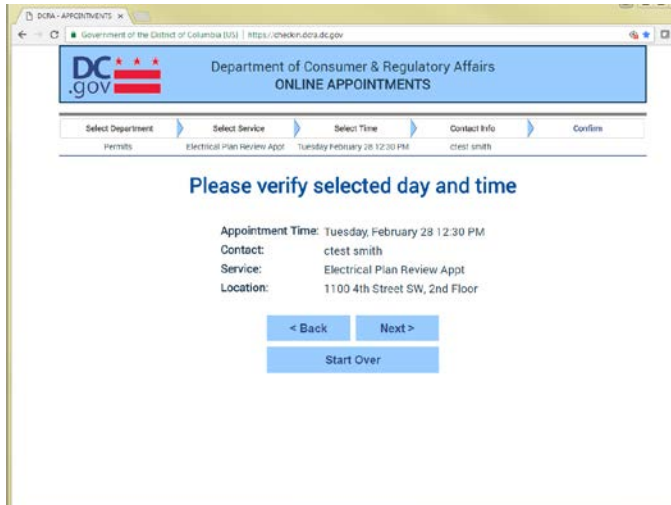
Use the “back” button to go to the previous page or the “start over” button to go back to the home page.

6. Select a time for your appointment.
Hit the “next” button

Use the “back” button to go to the previous page or the “start over” button to go back to the home page.

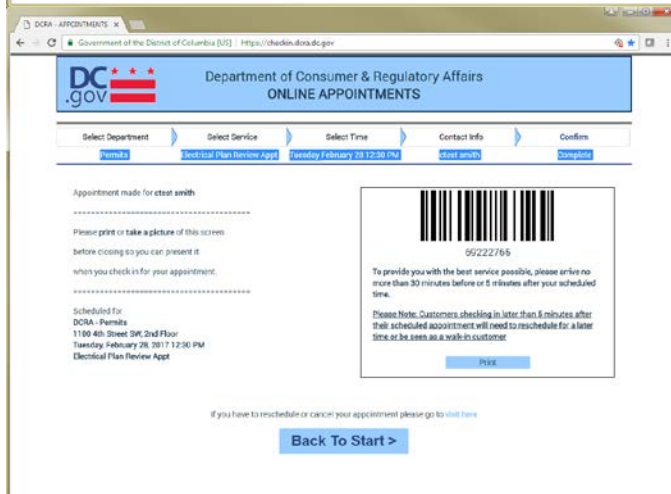
7. Enter your name, email and phone number. Hit the “next” button.

Use the “back” button to go to the previous page or the “start over” button to go back to the home page.




8. Verify the selected date and time.
Hit the “next” button.

Use the “back” button to go to the previous page or the “start over” button to go back to the home page.

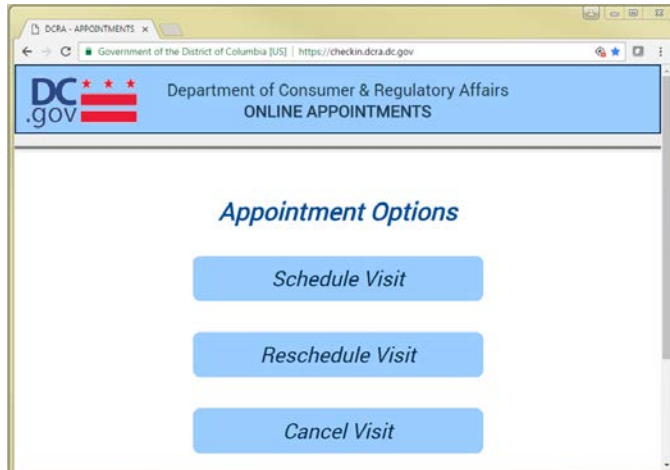


9. Print or take a picture of the screen so you can present it when you check in for your appointment.

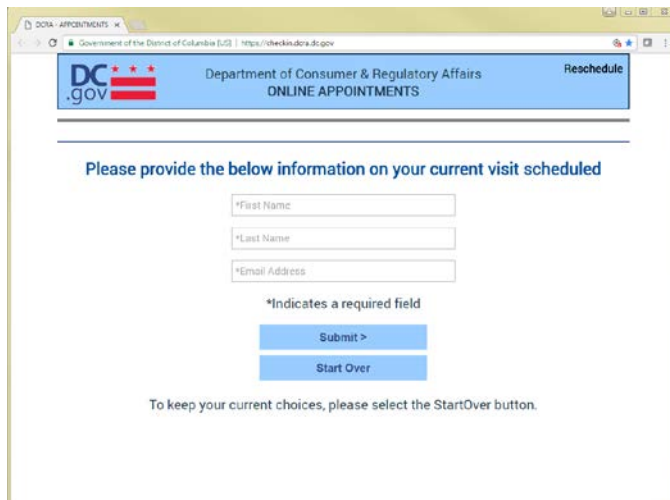
Use your browser’s close button , to exit.



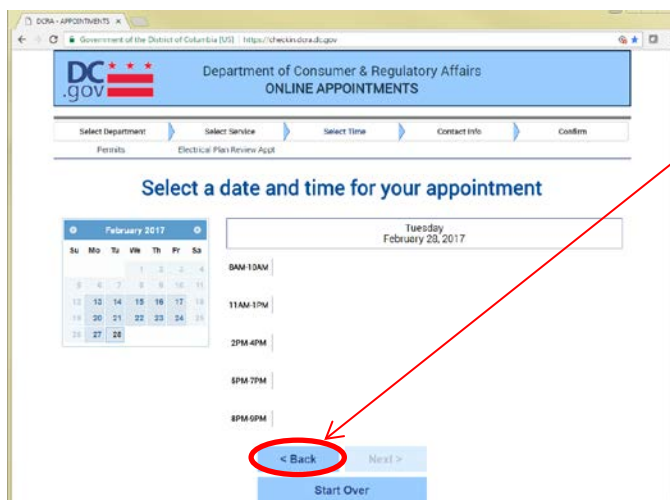
Reschedule an appointment



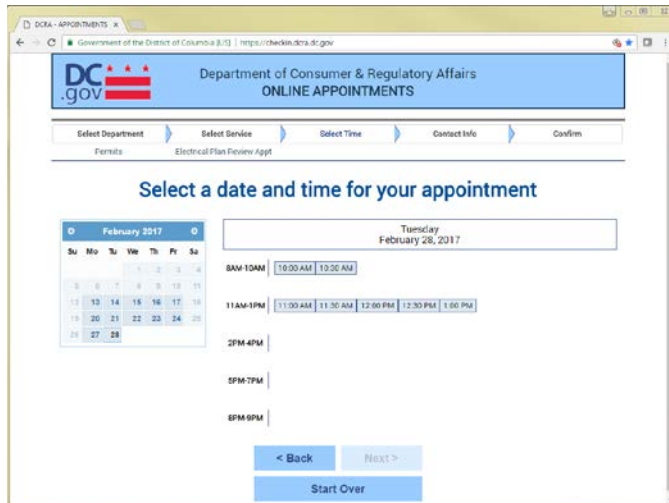
1. Log into the DCRA Online Appointments page:
<https://checkin.dcra.dc.gov>
2. Select Reschedule Visit



3. Provide your name and email address as you entered it for your appointment. Hit the "submit" button.

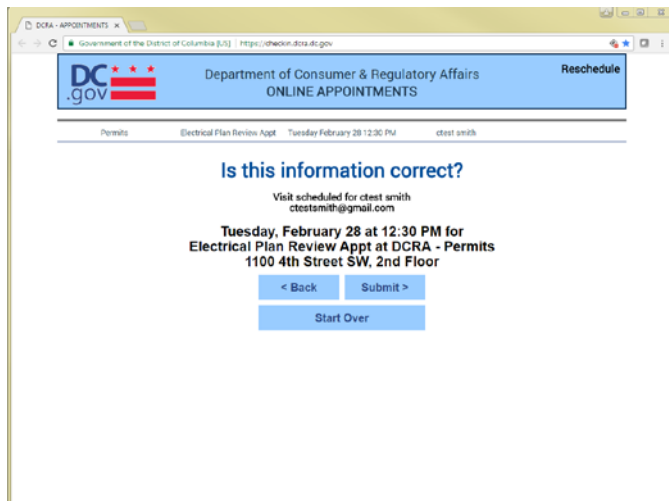


4. Select a date for your appointment.
Use the "back" button to go to the previous page or the "start over" button to go back to the home page.



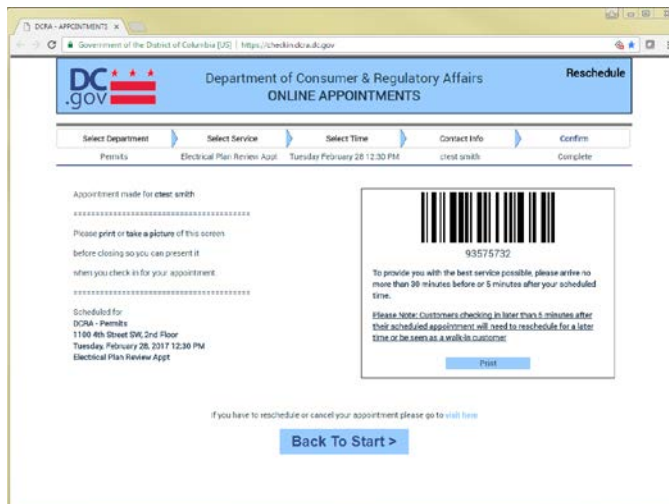
5. Select a time for your appointment. Hit the “next” button.

Use the “back” button to go to the previous page or the “start over” button to go back to the home page.




6. Verify selected date and time. Hit the “submit” button.

Use the “back” button to go to the previous page or the “start over” button to go back to the home page.

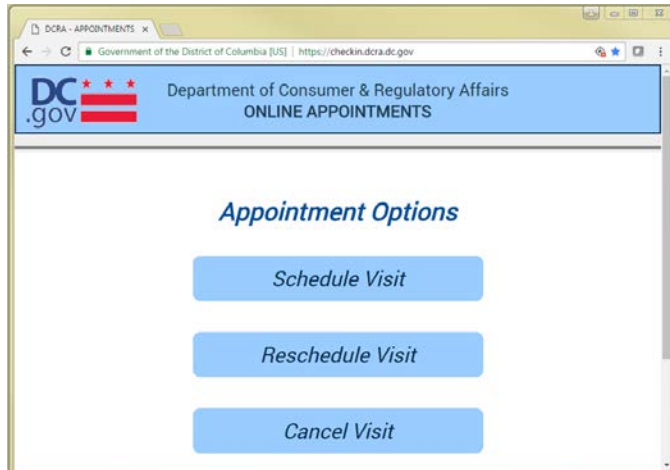


7. Print or take a picture of the screen so you can present it when you check in for your appointment.

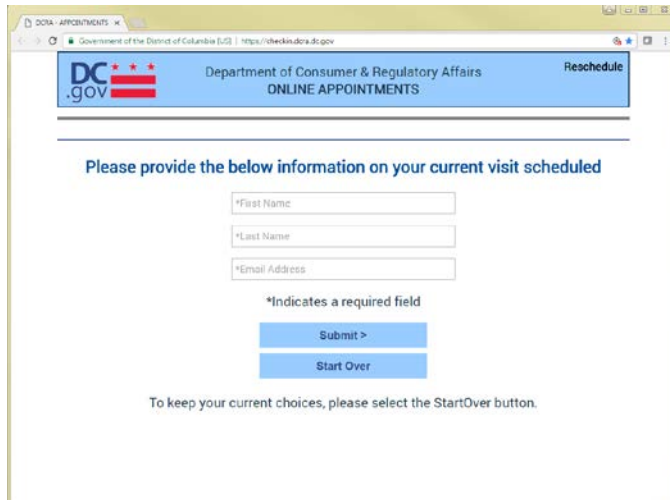
Use your browser’s close button  , to exit.



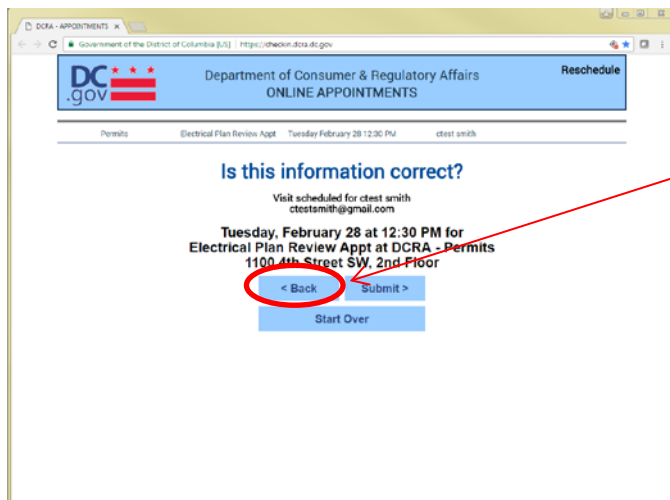
Cancel an appointment



1. Log into the DCRA Online Appointments page:
<https://checkin.dcrad.gov>
2. Select Cancel Visit

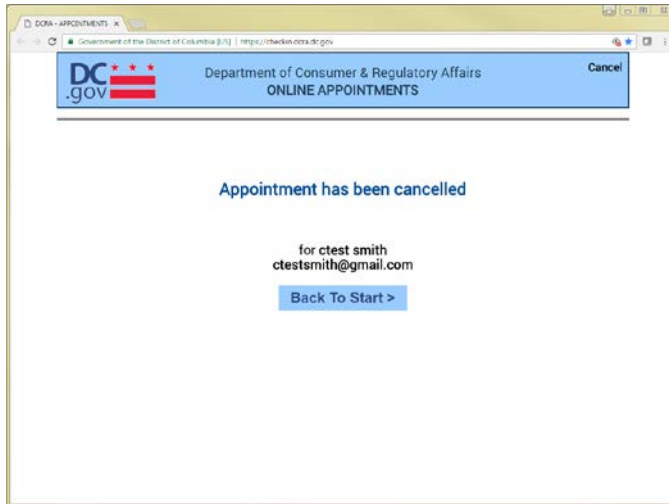


3. Provide your name and email address as you entered it for your appointment. Hit the “submit” button.




4. Verify selected date and time. Hit the “submit” button

Use the “back” button to go to the previous page or the “start over” button to go back to the home page.



5. This cancels your appointment and completes the transaction.

Use your browser's close button , to exit.