

# Getting Started Checklist



## Follow these steps to get started

### REGISTER

- Register your clinic at [clinic.welio.com/Clinic/Signup](https://clinic.welio.com/Clinic/Signup) as Practice Manager user
- Check your email and click on the link to activate your account and set your password

### SET UP YOUR CLINIC USERS & BANK ACCOUNT

Activate account & book session with Welio Support team to help with set up:

- Add other users via PM account – health care professionals and reception team
- Add pricing for each health care practitioner
- Connect clinic to Stripe

### SET UP EACH WORKSTATION

- With a webcam & microphone, and speakers
- Save [Welio](#) as a favourite in CHROME browser

### TRAIN YOUR TEAM

- Train your team on how to use Welio ([see user guides & user videos](#))

### SET UP YOUR ONLINE BOOKING SYSTEM FOR TELEHEALTH

- Set up online booking for telehealth through your usual online booking provider
- Connect telehealth appointment with appointment type 'Telehealth Consult' in your Practice Management Software (PMS) system

### INTEGRATE WITH BEST PRACTICE

- Authorise Welio as a third-party integration in Best Practice
- Provide [Welio Support team](#) with IT provider details & consent to help finalise integration

### COMMUNICATE TO YOUR PATIENTS YOU ARE USING WELIO

- See our [Marketing Guide](#) for suggestions and ways to tell your patients

**You're ready to start taking Telehealth bookings and use Welio.**