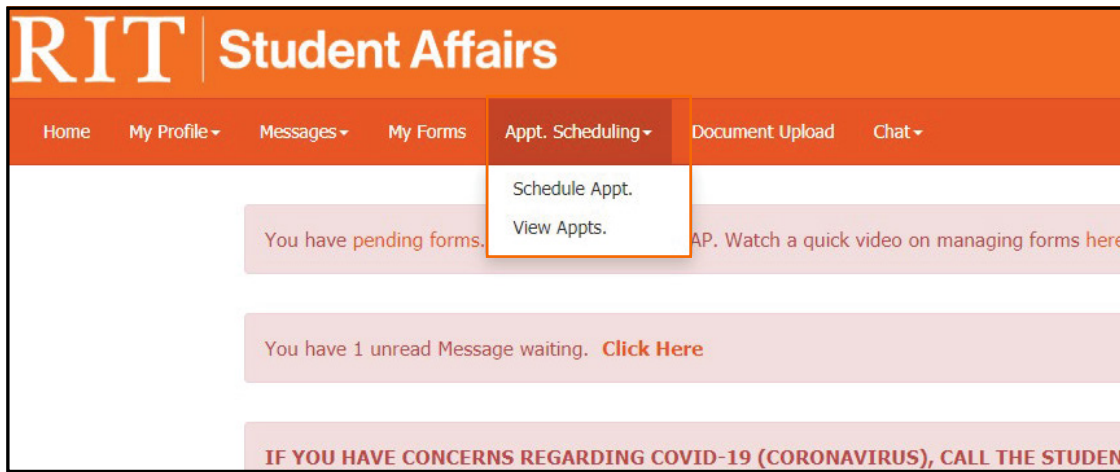


# Finding your Appointment Handouts and Receipt on the Portal

1 Visit [wellnessportal.rit.edu](https://wellnessportal.rit.edu)

2 Click on **Appt. Scheduling** and then **View Appts**



3 Click the **Previous** tab, then click on **Action** next to that appointment date

The screenshot shows the 'Previous' tab selected in the appointment history table. The table has columns for Date, Time, Status, Provider, Reasons, and Documents. An 'Action' dropdown menu is open for the appointment on 12/02/2019, showing options for 'Receipt', 'VIS Flu 8-7-15', and 'Encounter Summary'.

| Date       | Time     | Status    | Provider            | Reasons            | Documents |
|------------|----------|-----------|---------------------|--------------------|-----------|
| 04/13/2020 | 9:10 AM  | Cancelled | Maggie Reilly, PA-C | 2- Telehealth      |           |
| 03/17/2020 | 9:10 AM  | Cancelled |                     | 1- COVID-19        |           |
| 03/11/2020 | 3:40 PM  | Cancelled |                     | 1- COVID-19        |           |
| 03/11/2020 | 3:30 PM  | Cancelled |                     | 1- COVID-19        |           |
| 03/10/2020 | 3:10 PM  | Active    |                     | 1- COVID-19        |           |
| 03/10/2020 | 9:20 AM  | Cancelled |                     | 1- COVID-19        |           |
| 01/13/2020 | 9:20 AM  | Cancelled | Poonam Bhatt, NP    | Rash               |           |
| 12/02/2019 | 10:50 AM | Active    |                     | Immunization - Flu | Action    |
| 11/15/2019 | 9:20 AM  | Cancelled | Maggie Reilly, PA-C |                    |           |
| 08/28/2019 | 8:20 AM  | Cancelled |                     |                    |           |

There may be different handouts, information sheets, and a summary for the visit available, depending on the type of visit. Your receipt should be available after it was processed.