

## Bookings Appointment Instructions

This guide provides step-by-step instructions for how to use Bookings online to schedule a pressure test appointment with King County OSS.

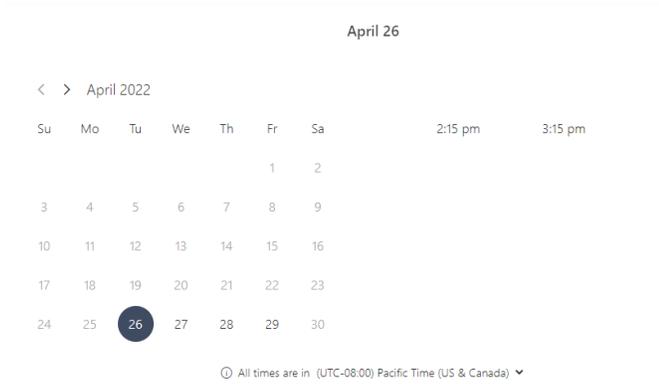
### How to schedule an appointment in Bookings

1. Go to the 'King County OSS Program' Bookings Calendar using this link:  
<https://outlook.office365.com/owa/calendar/KingCountyOnSiteSepticProgram@KC1.0nmicrosoft.com/bookings/>
2. Select the service for the inspector assigned to the OSS application:

Select service	
Vashon OSS Inspection with Liana Cris... 45 minutes	OSS Inspection with Liana Criscuolo (...) 45 minutes
David is out of Office; Please sche... 45 minutes	OSS Inspection with Ken Elliott 45 minutes
OSS Inspection with Jarone Baker 55 minutes	OSS Inspection with Kyla Leyendekker 45 minutes
OSS Inspection with Lara Brezina 45 minutes	

### Notes:

- If scheduling an appointment for a re-inspection, please continue to schedule over the phone.
  - If an inspector has scheduled out of office time, that will be noted in the title of their Bookings service. Please book with the backup inspector, whom will be noted in the title on Bookings.
3. Scroll down to the section with the calendar and times to select the date and time that works best for you:
    - By default, the next day with time slots available for appointments will be selected. If that date does not work for you, click on a different day on the calendar on the left-hand side of the screen.
    - On the right-hand side of the screen, select a start time for the appointment.



4. Scroll down, then fill in the additional information requested below:

- In the “Add your details” section, you are required to fill in your name, email, and phone number. You can also provide additional notes if needed.

**Add your details**

<p>Name</p> <hr/> <p>Email</p> <hr/> <p>Phone number</p> <hr/>	<p>Please let us know if you have any special requests. Thank you.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"><p>Notes (optional)</p></div>
--	--

- In the “Provide additional information” section, you are required to fill in your details about the site and OSS.

**Provide additional information**

Initial OSS Application ON # (Activity #)

---

Install Permit ON #

---

Parcel Number

---

Site Address (if available) (optional)

---

Designer (if applicable) (optional)

---

Installer

---

Type of Inspection (e.g. Tank Replacement, Pressure, Gravity)

---

5. Click “Book” at the bottom of the page to complete the scheduling process



6. You will get an automated confirmation email from Bookings confirming that the schedule request has been processed.
7. The assigned inspector will receive the schedule request and confirm whether they are available, then send details via email to the designer and installer.

If something changes and you are no longer able to make the appointment at the scheduled time, please reschedule using the link provided in the confirmation email.

If you are having any technical issues with Bookings, please contact Kyla Leyendekker at [kleyendekker@kingcounty.gov](mailto:kleyendekker@kingcounty.gov) or 206-477-4510.