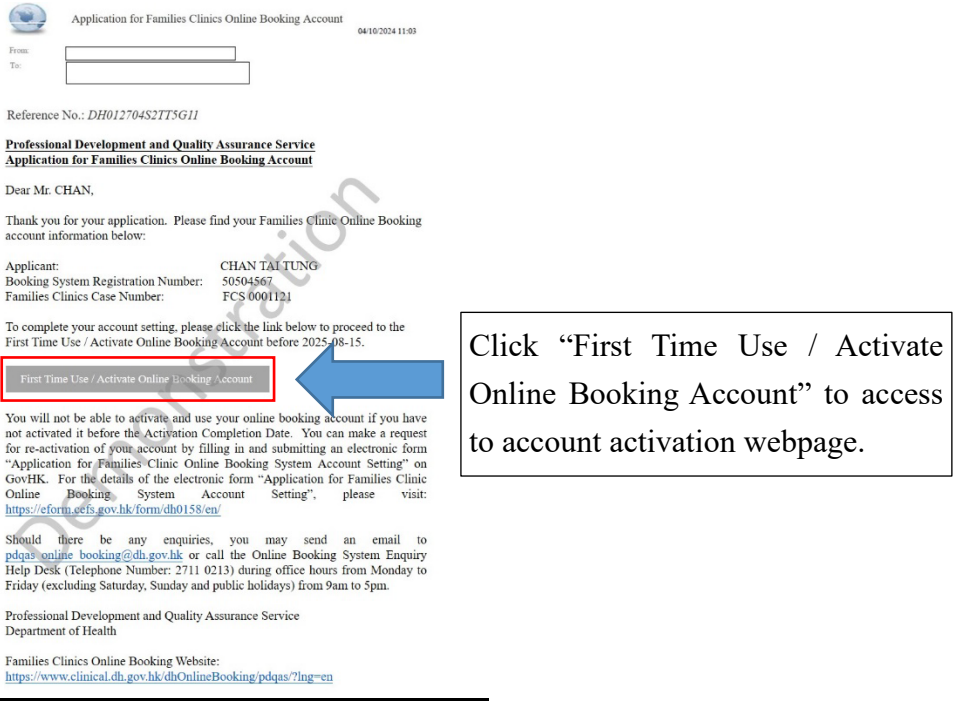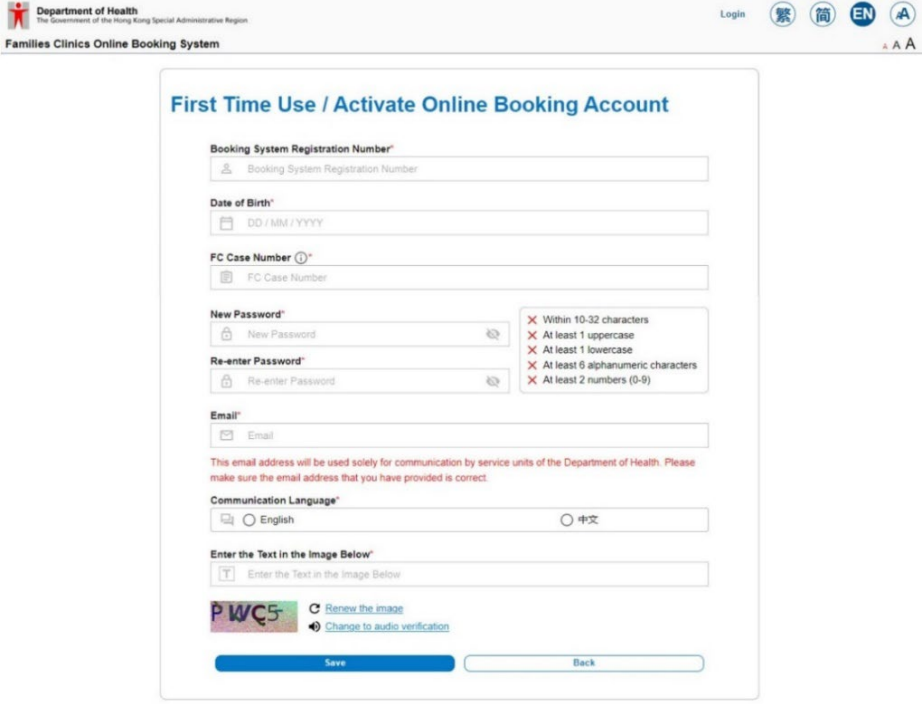# Step-by-step demonstration of activation of account in Families Clinics Online Booking System

If account application is submitted via e-form, please refer to **Method A** for activation.

If account application is conducted at Families Clinics in person, please refer to **Method B** for activation.

Method A: An email containing the account activation information will be received when applying account via e-form

Step 1	Click the weblink of "First Time Use / Activate Online Booking Account" upon receiving the email containing the account activation information of online booking system.
Step 2	Input the information and click "Save" to activate the account.

Method B: A letter containing the account activation information will be received when applying account in person at Families Clinics.

Step 1	Input the weblink / scan the QR code of "First Time Use / Activate Online Booking Account" upon receiving the letter containing the account activation information of online booking system.

Input the weblink / scan the QR code of "First Time Use / Activate Online Booking Account" to access to account activation. |
| Step 2 | Input the information and click "Save" to activate the account. |
| | |