



Dr. Anita Bassi  
OPTOMETRIST

## HOW TO COMPLETE & SEND CHECK-IN FORMS

1. Click on “**Check-in Form**” link.
2. Enter in **your information**. Please complete all fields.
3. Ensure note at the top of the page states **all required fields** (with asterisks) **are completed**.
4. Enter **your signature**. This will allow the form to be sent through a secured connection to protect your information.
5. Click “**Click to Sign**”
6. Enter **your email address**.
7. Click “**Click to Sign**”
8. An email will be sent to your email account entered to confirm your signature/email address. Open the email and click “**Confirm my email address**”.
9. A copy of the completed form will be sent your email account and our office.

If you need any further assistance, please contact our office, **416.533.8787** or **info@dranitabassi.com**.