#### **Press Release**

#### December 4, 2020

#### Town of Wilton sponsoring COVID testing for Wilton residents

The Town is sponsoring PCR COVID testing for Town of Wilton residents on Friday, December 11<sup>th</sup> from 8:00 am – 12:00 pm at Comstock Community Center, 180 School Road, Wilton. Testing will be done by PhysicianOne. Any resident 3 months of age and older is eligible for testing. A doctor's order is not required.

Registration is a two-step process. First, residents must register and pay the \$90 fee on-line using <u>Parks</u> <u>and Recreation's e-Trak system</u> and second, go to the PhysicianOne portal to enter their appointment time and complete required patient information. The link to the PhysicianOne portal will be provided on the e-Trak email confirmation/receipt. Health insurance cannot be accepted.

Appointment cancellations/changes and walk-ins on day of the event will not be allowed. Residents are asked to wear masks to their appointment (unless medically exempt) and bring ID.

Sign-ups are allowed through Thursday, December 10<sup>th</sup> at 2 pm. Please note, the clinic requires 250 registered participants by Monday, December 7<sup>th</sup> to proceed. Please register as soon as possible.

If you have questions about how to use e-Trak, please contact Kregg Zulkeski at <u>kregg.zulkeski@wiltonct.org</u> or (203) 834-6234, ext. 5.

If you have questions about the COVID testing session, please contact Sarah Gioffre at <u>sarah.gioffre@wiltonct.org</u> or (203) 563-0129, ext. 1128.

#### **Press Contact:**

Sarah Gioffre, Coordinator of Community Affairs Office of the First Selectwoman (203) 563-0129, x 1128

## How to register for a COVID test appointment.

- 1. Go to <u>Wilton Parks and Recreation e-Trak system</u>. Log in to your account. If you don't have an account, you must create a new account on e-Trak.
- 2. Go to 'Register', click on 'Parks and Rec', and select "COVID Testing.'
- 3. Once your registration is complete on e-Trak, you must go to the PhysicianOne portal to complete patient information. The link to the portal will be provided on your e-Trak email confirmation and/or receipt.
- 4. On the PhysicianOne portal, you will need to sign up for your appointment time and provide required patient information. You will receive an email confirmation of your appointment.

If you have questions about how to use e-Trak, please contact Kregg Zulkeski at <u>kregg.zulkeski@wiltonct.org</u> or (203) 834-6234, ext. 5.

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# How to create a new account on e-Trak.

- 1. Go to <u>www.wiltonparksandrec.org.</u>
- 2. Under "News & Announcements" click on "New Parks & Rec Portal".
- 3. Click on the black rectangle that has "eTrak" in it.
- 4. Click on the "Sign In" button.
- 5. Click on the "New account" button.
- 6. Fill in all required fields.
- 7. **Phones:** If you wish to receive text message updates to your cell phone please select the appropriate text option and supply you phone carrier (service provider).
- 8. **E-Mail** Multiple e-mail address may be entered. If you do not have an e-mail please enter <u>etrakplus@gmail.com</u> to continue.
- 9. Log In & Password: Your password must be a minimum of six (6) characters. If you forget your login or password, please select forgot username/password on the sign in screen.
- 10. Registration Accepted -Your account is now live.

### How to adding family members to your e-Trak account.

- Select create a new family. A box will appear with your last name listed under family Name and a check box indicating that you are the responsible party for this family. Select Add a Family Member.
- 2. A dialog box will open asking if the family member you are about to add is in our system. Select **NO (create a new person)**.
- 3. Complete the required fields for each family member you wish to add.

### How to view a receipt on e-Trak.

- 1. Go To: My Page.
- 2. Click On: My Activities.
- 3. Select your activity.
- 4. Click On: View Receipt.

### FAQs