



# How To Book a Retirement Appointment

## 1. Choose Service

Select which service or webinar you would like to book. For more information regarding the service, click on the grey "i" icon. Once you select a service, the available dates and times will appear below.

Select service	
Service Retirement Forms Meeting 20 minutes Free	DROP Termination Forms Meeting 20 minutes Free
Entering DROP Forms Meeting 20 minutes Free	Exiting DROP Webinar 2/24/22 1 hour
PCS Retiree Insurance Forms Meeting 20 minutes Free	Questions and Answers 20 minutes Free
The ABC's of DROP Webinar 3/24/22 1 hour	

## 2. Choose Time & Day

< > February 2022

Su	Mo	Tu	We	Th	Fr	Sa	9:10 am	9:20 am	9:30 am
		1	2	3	4	5	9:40 am	9:50 am	10:00 am
6	7	8	9	10	11	12	10:10 am	10:20 am	10:30 am
13	14	15	16	17	18	19	2:40 pm	2:50 pm	3:00 pm
20	21	22	23	24	25	26	3:10 pm	3:20 pm	3:30 pm
27	28						3:40 pm	3:50 pm	4:00 pm

All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

After selecting the service or webinar desired, you may select a date. If the date is in grey, that means there are no appointments on that day. If you are booking a webinar, you must find the day of the webinar on the calendar and choose that date before proceeding to the next step. For example, in the image below, the webinar is on March 24th. You must click on that date on the calendar to get the option to book the webinar.

The ABC's of DROP Webinar 3/24/22 1 hour

March 24

< > March 2022

Su	Mo	Tu	We	Th	Fr	Sa	6:00 pm
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

## 3. Provide Details

After you have chosen a date and time, enter your contact information and provide any additional information requested. Once you have booked an appointment, our team will be notified and you will be sent a reminder about your appointment via email or text message.

Add your details

Name

Email (optional)

Address

Select country code Phone number

Provide additional information

What is your retirement date?

What would you like to meet with the retirement team about? Providing this information prior to our meeting will help us prepare. (optional)

Additional information/comments: (optional)

Book

Should you have any difficulties, you may also call the Retirement Team at 727-588-6214 or email [risk-retirement@pcsb.org](mailto:risk-retirement@pcsb.org) for assistance.