Instructions: How to book your appointment

1. **Enter website address https://acgcd.setmore.com/ 输入网址。**
2. **Please read the booking policy and click Okay. 请阅读预约政策，点击 Okay。**
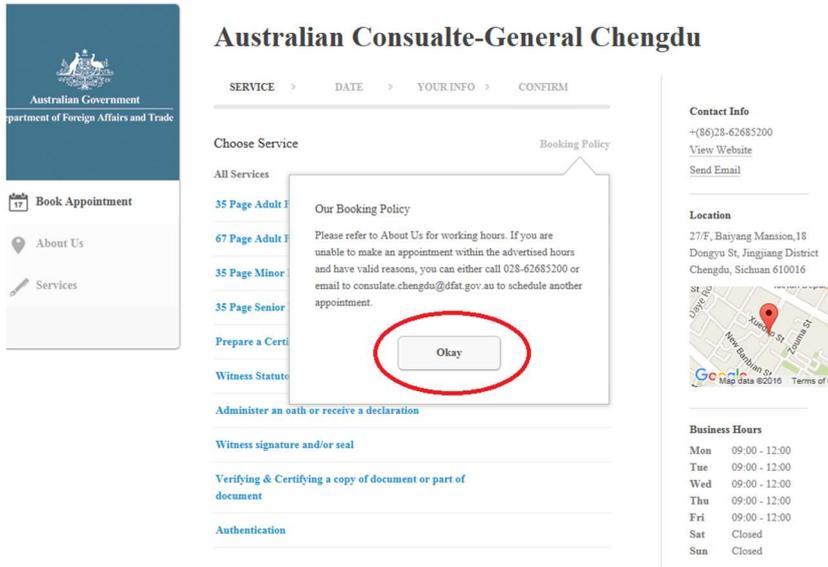
3. **Select the service that you require. 选择您所需要的服务。**

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4. **Clicking corresponding officer （passport officer or notary officer）. 点击相应的工作人员(护照申请员或者公证员)。**
5. **Select date and time. 选择日期和时间。**

You will automatically be forwarded to the next available appointment. You may select a date or time between 1 and 21 days in advance. First select the date on the calendar. If the date is fully booked or it is public holiday, the date will be **red,** and you will not be able to book an appointment.

系统会自动显示下一个可预约的日期。您可以提前最晚 1 天或最早 21 天进行预约。 首先从日历上选择日期。如果系统预约满了或者那天是公共假日，那个日子既显示为红色， 因而您就不能预约那天。

Choose a Date and Time (CST)

⟪		April, 2016			⟫	
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	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	1
2	3	4	5	6	7	8

Then choose the time. 然后选择时间。

Morning

9:00

9:15

9:30

9:45

10:00

10:15

10:30

10:45

11:00

11:15

11:30

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6. **Enter your information. 输入您的信息。**

We require clients to provide their email address to receive appointment confirmation and appointment reminder emails. We also request your phone number so that we can contact you if necessary. Click the box to agree to our cancellation policy, then click Continue.

我们需要客户提供邮箱地址已确保预约成功的确认邮件和预约提醒可以发送到客户的邮箱里。我们也需要客户提供电话号码，如有必要以便联系。 然后请点击 I agree to the cancellation policy（我同意预约取消政策）前面的方框，并点击 Continue（继续）。

7. **Review the service and appointment details, and click Book My Appointment to confirm.** 然后点击 **Book My Appointment** 确认您的预约。

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Australian Consualte-General Cheng

✓ **35 PAG** > ✓ **1 APR...** > ✓ **YOUR** > CONFIRM

Confirm Your Information   Booking Policy

SERVICES:	35 Page Adult Passport
DATE & TIME:	Fri, 1 Apr 2016 at 9:00 (CST)
YOUR INFO:	Citizen Australia
	+61 62685200
	consualte.chengdu@dfat.gov.au

Book My Appointment

8. Your appointment is confirmed. 您预约成功。

Appointment Confirmed

|	
SERVICES:	35 Page Adult Passport
DATE & TIME:	Fri, 1 Apr 2016 at 9:00 (CST)
YOUR INFO:	Citizen Australia
	+61 62685200
	consualte.chengdu@dfat.gov.au
BOOKING ID:	V0R22W

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9. **You will receive a confirmation email notification to the email address provided.** 您提供的邮件地址会收到预约成功的确认函。

10. **Cancelling or rescheduling an appointment** 取消或者更改日期

    If you have to cancel or reschedule your appointment, please refer to the email notification. A cancellation/modification link will be attached to the bottom of that notification

    如果您需要取消或者更改您的预约日期，请使用您收到的电子确认函。取消或者更改日期的链接按钮就附在该邮件中。如下图红圈所示。
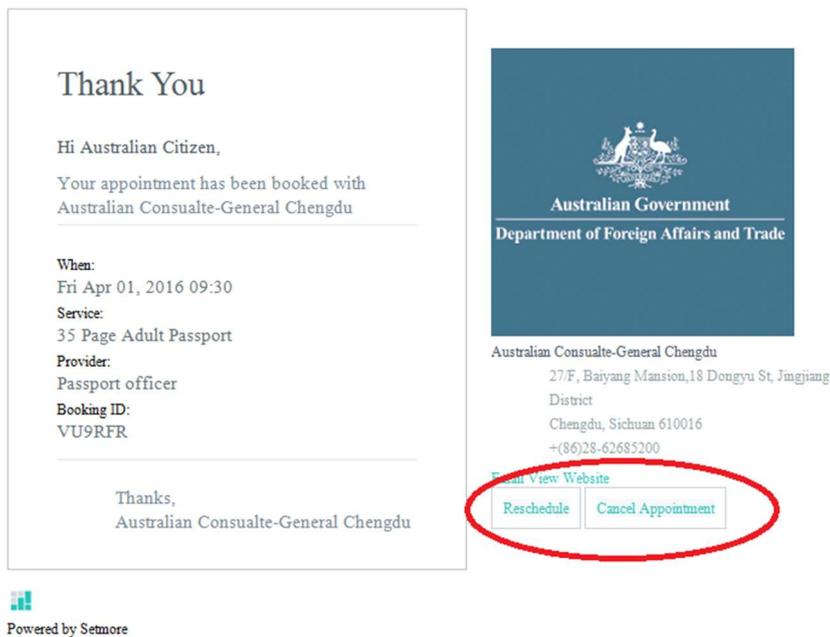
A. **Cancelling an appointment** 取消预约

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If you want to cancel an appointment, please click "Cancel Appointment" 。如您想取消预约，请点击 Cancel Appointment。
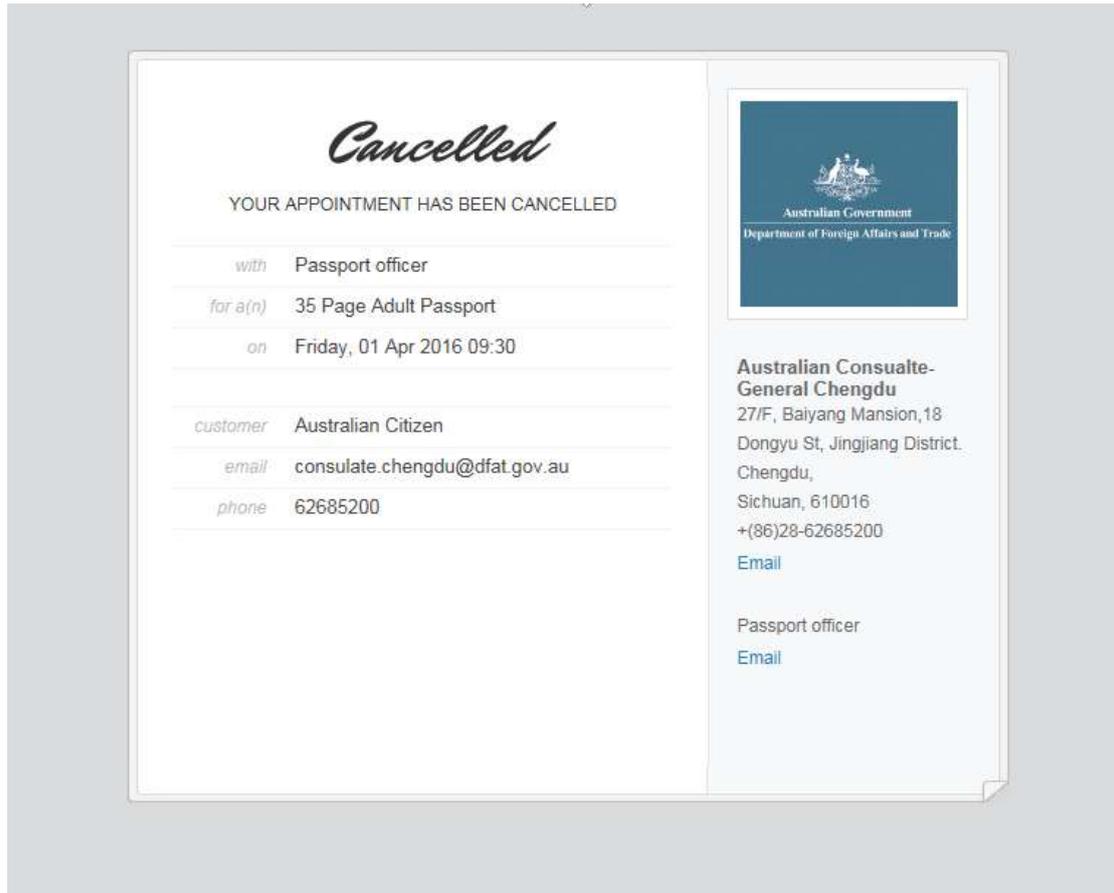

You will receive a message on a new tab asking you to confirm cancellation.

您会收到一个新的链接按钮（如下图）让您确认您需要取消。

Once this button is clicked, your appointment will be cancelled, and a new page will open with the following notice. 一旦您点击了这个新的链接按钮， 您的预约就会被取消。您还会收到如下的取消通知。

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B. Rescheduling an appointment 更改日期

If you want to modify an appointment, please click "Reschedule". 如您想更改日期，请点击 Reschedule。

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You will receive a message on a new tab allowing you to reschedule your appointment. You will then return to step 4.

您会收到一个新的链接按钮（如下图）让您更改日期。您就会从第四步开始。