**Everyone registering for an eye exam, must complete the WKC registration page including payment to be scheduled and must also complete the OFA form by following the instructions below.**

**OFA Online eye exam process**

\* Go to ofa.org

\* Select button: Go to OFA online

\* If you have an OFA account login, if not follow the instructions to create an OFA online

account and then login

**Homepage**

On your homepage, you will find six brightly colored tiles. These tiles provide quick-access to

the most common actions you will be doing in OFA Online.

The tiles are outlined below:

\* Create a new application Profile

\* View status of current applications

\* Submit completed applications to OFA

\* View the handbook

\* View upcoming health clinics

\* Contact support (submit a request for techinical support)

**Create a New Application**

\* Select the title: Creat a new application

\* Fill in your dog’s information

\* At the bottom select: A Health Clinic

\* In the calendar select February 24, 2024 – Newark, DE

\* Details on OFA eye testing will be displayed

\* Click on button: Saturday 2/24

\* Click on button: Create form

\* Print out the form and **BRING A COPY** to the Health Clinic

\* You will receive an email from OFA stating your application has been created, copy of your CAER Eye Exam form for your dog is attached and your case number.

**Problems? – OFA can help**

\* Phone number: (573) 442-0418

\* Email address: ofa@offa.org

\* OFA Online handbook: Grey navigation bar on the left side of the screen