



Rescheduling an Appointment

If you need to 'reschedule' an appointment that has already been scheduled, please follow directions below.

Rescheduling from Link in Appointment Confirmation or Reminder Email

In the emails you receive before your appointment (whether that is the confirmation for your booking, a notice that the appointment was rescheduled, or a reminder 24 hours before the appointment start time), there is a link that you can click on to reschedule your appointment. An example of this link is shown in the screenshot below.

NYC Deferred Compensation Plan/NYCE IRA

Your appointment has been scheduled.

Dear

This is to confirm that you have scheduled a **In-Person Appointment** on **Wednesday, Jun 8, 2022 at 12:00 PM EDT**.

Location:

NYC DCP Client Service Center
22 Cortlandt St, 18th Floor, New York, NY 10007

To cancel or reschedule your appointment before the scheduled time, please click [here](#) 

Clicking on this link will take you to your appointment details page where you have access to reschedule your appointment. If this button is **disabled**, then the time where you are allowed to reschedule your appointment has passed, which is one hour prior to your appointment time.



Appointment Detail

Status: Open

Id: 96903511

Date and Time: Thursday, May 12, 2022 11:30 AM EDT

service & class: NYC Deferred Compensation Plan Appointment (Virtual)

location: NYC DCP Client Service Center - Virtual Session

staff: NYCDGP Representative 6 (Virtual Session)



Reschedule

Cancel

Clicking on the "Reschedule" button will take you to the screen where you can select a new date and time for your appointment. Select a date from the calendar and then a time from the list on the right and click next:

Time

Rescheduling NYC Deferred Compensation Plan Appointment (In-person) with * No Preference * at NYC DCP Client Service Center

Select Date:

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

Select Time On: May 16, 2022

Your Timezone America/New York Change Timezone

- 10:30 AM
- 11:15 AM
- 11:30 AM
- 12:00 PM
- 12:15 PM
- 12:30 PM
- 1:20 PM
- 1:50 PM
- 2:00 PM
- 2:15 PM
- 2:30 PM
- 3:00 PM
- 3:15 PM
- 3:30 PM
- 4:00 PM
- 4:15 PM
- 4:30 PM

Back

Next

Pressing 'Next' will direct you back to the appointment details screen where you'll see the updated date and time:



Appointment Detail

Status: Open

Id: 111403455

Date and Time: Monday, May 16, 2022 3:00 PM EDT

service & class: NYC Deferred Compensation Plan Appointment (In-person)

location: NYC DCP Client Service Center

staff: NYCDCP Representative 1

[Reschedule](#)

[Cancel](#)

You'll also receive an email confirming that you rescheduled the appointment with a new link to 'cancel or reschedule' if you need to in the future.

You may now **Exit** out of the window.