

# **Initial Login**



### Activation Email:

- Upon activation of your Patient Portal account, you'll receive an email containing the link to set-up your portal access.
- Activate your portal immediately.
   (Link will expire in 24hrs)

#### Access and Validate the Portal:

- Click the link the provided internet link in the email.

  This will direct you to the Patient Portal login screen.
- Validate your account by verifying the phone number associated with it.

#### Verification:

- A verification code will be sent to the phone number connected to your patient account.
- Enter the verification code to proceed.

#### Password Reset:

Upon logging in, you will be prompted to reset your password.

- Follow these steps for a secure password:
  - 1. Select a password with alphabetical characters, at least one capital letter, and at least one number.
  - 2. Ensure your password is a minimum of 7 characters.
  - Enter the new password under "New Password" and re-enter it under "Confirm New Password."
  - 4. Click **Next** when finished.

#### Consent Acknowledgment:

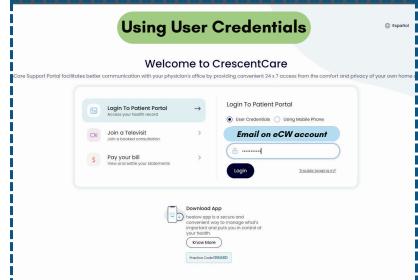
- Please read and acknowledge the conditions of the consent forms.
- Click "I have read the consent form and the above information."
- Select Agree and Next.

#### **Welcome to Your Patient Portal:**

Congratulations on successfully activating your patient portal!

### Dashboard Overview:

- Your dashboard serves as the home screen.
- Utilize the left chart panel to navigate upcoming appointments, messages, medical records, statements, and current medications.
- "Tiles" act as shortcuts to overviews. Hover over each icon to view navigation options.



## Option 1: Using User Credentials (Username and Password)

- 1. Open the Patient Portal login page.
- 2. Enter your username, which is usually your email connected to your account.
- 3. Input your password, created by you at the initial login.
- 4. Click Login

#### **Option 2: Using Phone Number**

- 1. Open the Patient Portal login page.
- 2. Choose the option to log in with your phone number connected to your account.
- 3. Enter your first and last name along with your date of birth.
- 4. Click Submit to proceed.
- 5. A verification code will be sent to your phone number.
- 6. Enter the verification code to access your Patient Portal.
- 7. Click Login

