



## WELCOME TO THE PATIENT PORTAL

### Here are a few helpful hints to get you started:

1. You were just web enabled and your username will be: \_\_\_\_\_
2. You will receive an email with the following information:
  - The URL or link to the patient portal
  - Your password (which you will need to change once you have accessed the portal)
  - Your password is case sensitive

### To enter the patient portal:

1. We recommend your first login to the portal be from a computer and not a smart phone. Smart phone settings restrict part of the validation process.
2. Turn off pop up blocker
3. Click on URL or link included in your email
4. Enter your username
5. Enter the password included in your email (case sensitive)
6. You will now need to verify either date of birth in MM DD YYYY format **or** a phone number that we have on file.
7. Click submit
8. Create an Alpha Numeric password with a minimum of 8 characters (passwords are case sensitive) and either select a security question or create your own, then click Submit
9. The next screen you will need to accept the "terms of use agreement" and click submit

You have successfully activated your patient portal account. Please take time to navigate around the left panel for menu options and available records.

If you have problems, please contact a member of our patient portal team at either 651-328-8440 or 651-328-8441.

### Additional information about being web enabled:

1. Reminder, this portal is a part of your medical record. Only information regarding your care should be documented. Please do not request or send message on other family members.
2. You will receive appointment reminders via email.
3. Lab and x-ray results will be available for you to view, as well as comments from your provider. Instead of a card, you will receive an email regarding your labs once the provider has reviewed them. If you had multiple labs done, they may be reviewed at different times.
4. You will be able to print your PHR( personal health record) for continuity of care with sub specialists
5. Your immunizations will be available.