Activating a Patient Portal Account “How-To”

Activating a patient portal account after receiving the invitation in your email is easy and allows you to take advantage of the many online healthcare services that your practice offers with the assurance that all of your information is encrypted and stored securely.

**Step 1:** From the email invitation choose the “click here” link (in blue) to speed up your registration process which will take you to the practice’s patient portal to a screen similar to the example below. Complete the required fields and click “Continue”.

![Example Image](image)

**Step 2:** The Next page will allow you to Activate your account and either use your email address as your User ID or edit and create your own User ID and Password for the Patient Portal. Then select a Secret Question (for security) and ask that you read and acknowledge the Patient Privacy and Intuit Terms of Service information.
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Required fields are marked by a red asterisk (*). When finished, click the Create Account button to activate your account. See the example below.

NOTE: The practice may require you to complete one or more health forms before you can use Patient Portal services. If this is the case, you will be automatically directed to the first form. You may log out and log back in at a later time to complete the form at your convenience.