

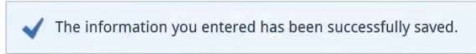
Patient Portal Activation & Registration NextGen Patient Portal

Review Prior to Beginning

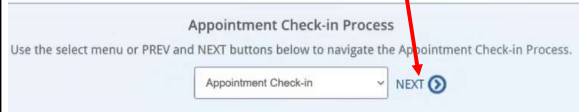
0.1 After each step, always click **"SAVE"**



0.2 Once information is saved a message will read "The information you entered has been successfully saved"



0.2 After saving information in each section, navigate to the top and click **"NEXT"**

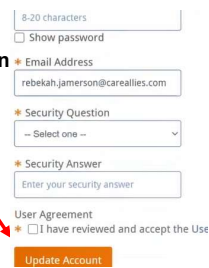


Activate Account

1.1 Open email from Hfalerts & click registration link
1.2 Enter date of birth
1.3 Click **"Activate Account"**



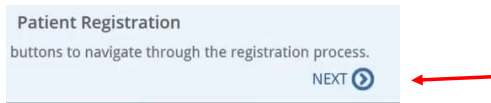
1.4 Create username & password
1.5 Enter email address
1.6 Select & answer security question
1.7 Review & accept user agreement
1.8 Click **"Update Account"**



1.9 Log-in with new username & password

Patient Information & Insurance

2.1 Click **"NEXT"** to begin registration process



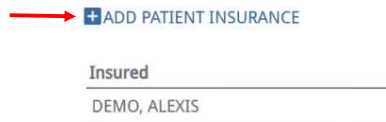
2.2 Verify/Update sections in Patient Information Sections: Demographics, Contact Information, Emergency Contact, Employment Status, Additional Information, Primary Physician Information, Preferred Pharmacy, Care Team
2.3 Click **"Save Information"** after every section



2.4 Verify all entered information is correct, click **"UPDATE PATIENT INFORMATION"** to make changes
2.5 Click **"NEXT"** to continue

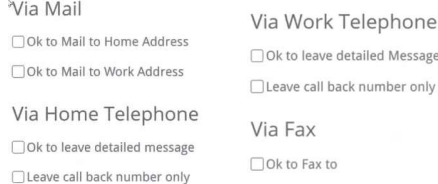


2.6 Verify insurance information
2.7 Click **"ADD PATIENT INSURANCE"** if updates are needed
2.8 Enter Member ID & Group Number



Release of Information

3.1 Indicate preferred method of contact

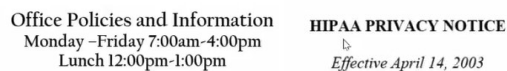


3.2 Click **"Save Information"**



HIPAA & Office Rules Review

4.1 Review HIPAA Privacy Notice
4.2 Review Office Policies & Information



4.3 Use mouse or finger to sign acknowledgement
4.4 Click **"Sign and Complete Registration"**

