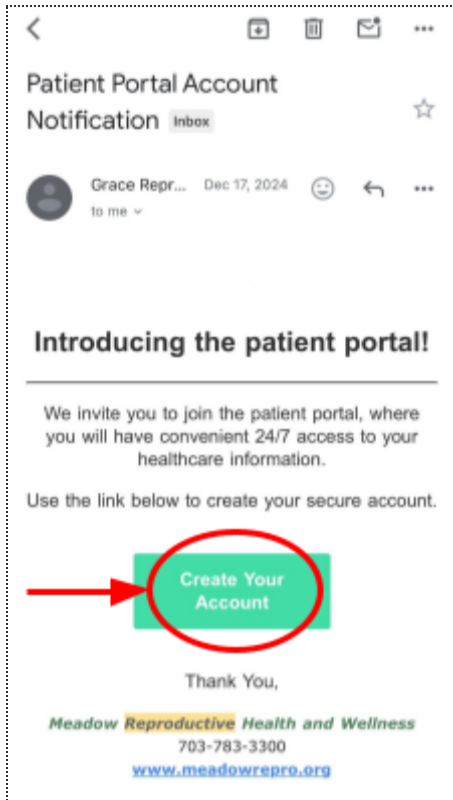
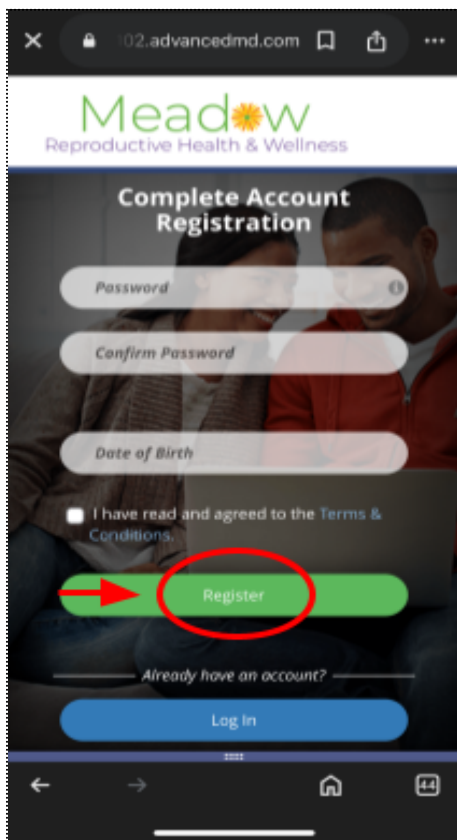


## How to Create your Patient Portal Account:

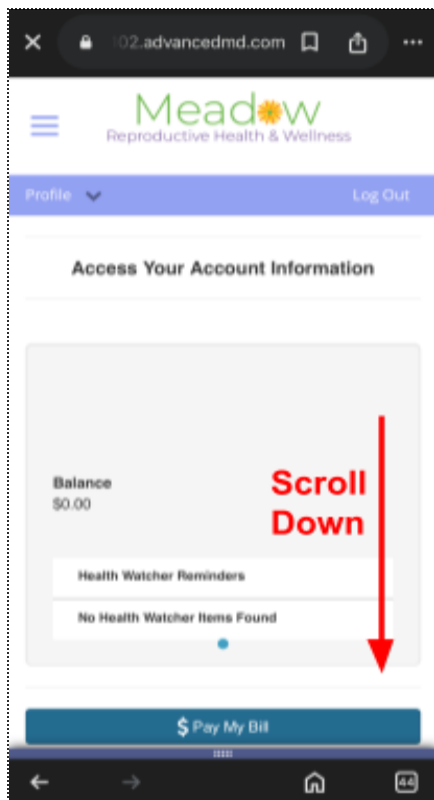


1. A patient portal invitation has been sent to the email you provided. Please open the email on your phone and click on "**Create Your Account.**"

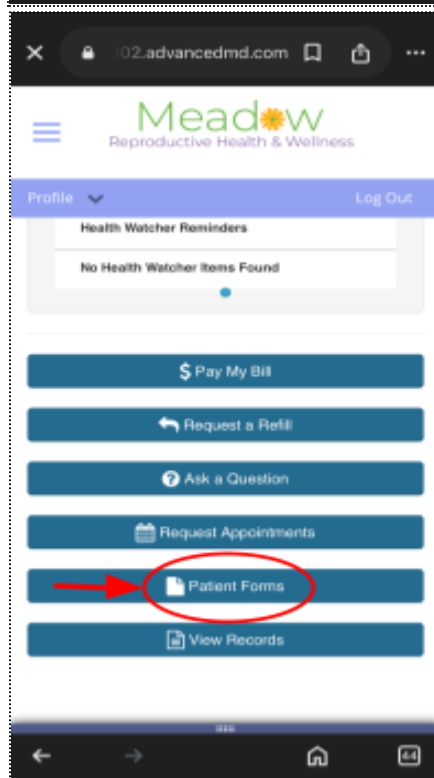


2. This will open your phone web browser where you'll be prompted to create your password. Once you've entered your password, click "**Register**" to complete your account setup.

How to **Fill Out Patient Forms** through the Patient Portal:

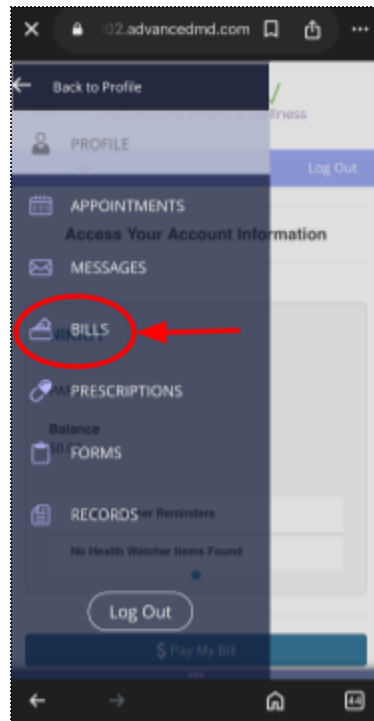
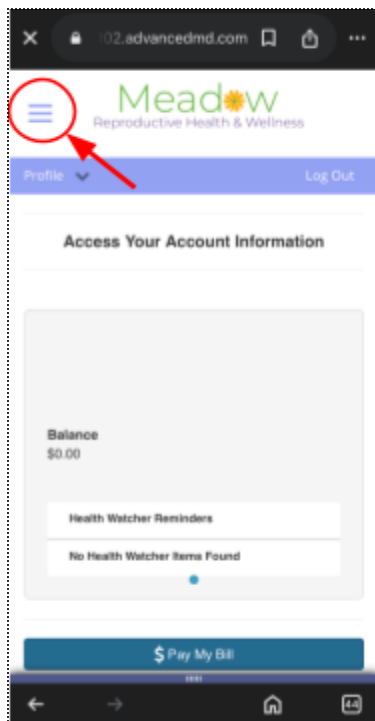


1. Once you're logged into your account, your screen will look like the image to the left. Scroll down until you see the **"Patient Forms"** tab.

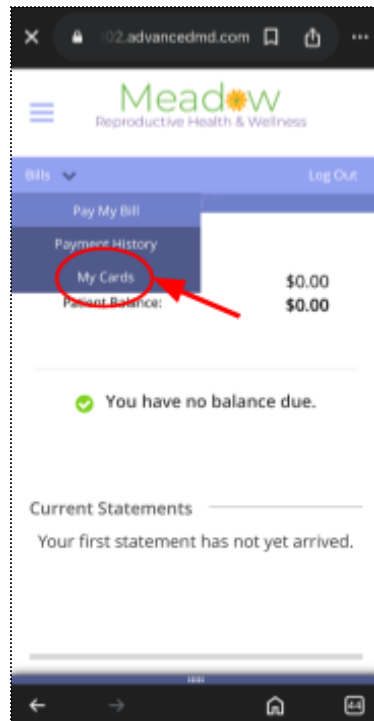
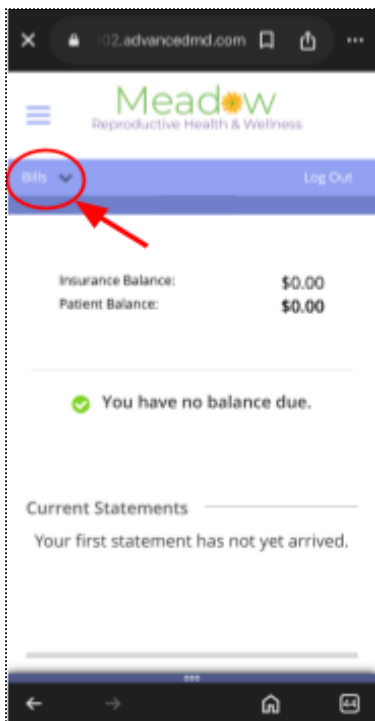


2. Click on the **"Patient Forms"** tab, and the forms will appear. Please complete **all forms**—the provider will need to review them before your appointment.

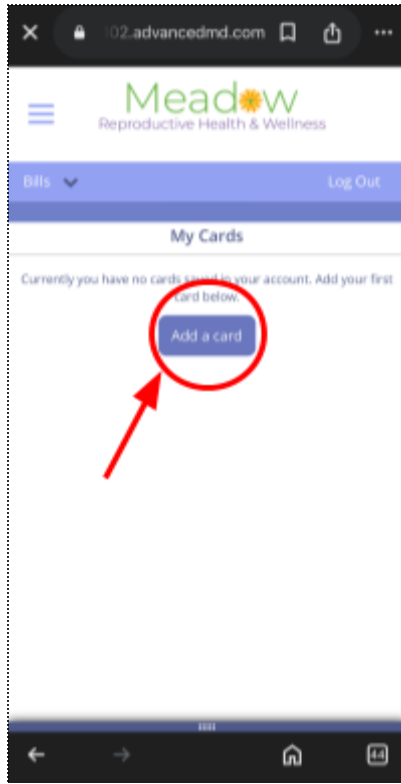
How to Upload a **Form of Payment** through the Patient Portal:



1. Once you're logged into your account, click the **three lines** in the **top left corner** of the screen and a side taskbar will appear. Click on the **"BILLS"** tab.

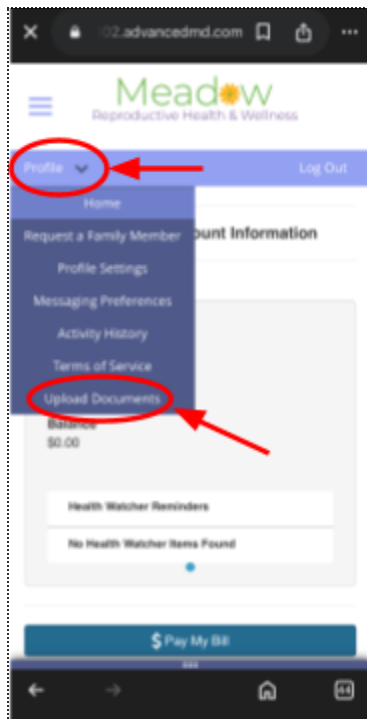


2. Next, in the **top left corner**, click **"Bills"** and a dropdown menu will appear. Then, click **"My Cards."**

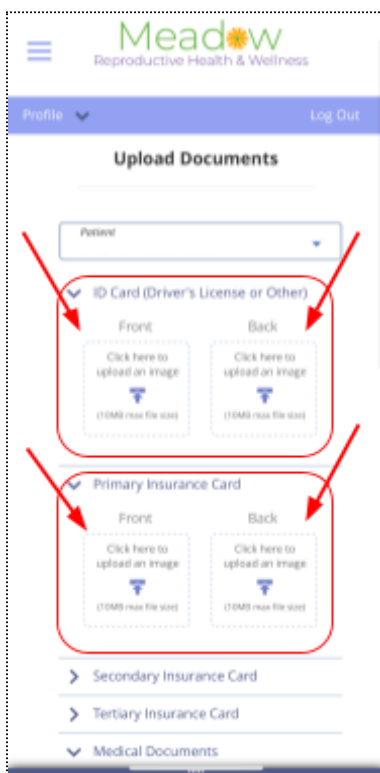


3. Once you've clicked **"My Cards,"** the **"Add a Card"** button will appear. Click it and you can enter your card information.

## How to Upload a Form of Identification and Insurance Cards:



1. Once logged into your account, click on “**Profile,**” and a dropdown menu will appear. Then, select “**Upload Documents.**”



2. Upload the **front and back** of your **ID card** and of your **Insurance card.**