Welcome to the Patient Portal!
You’re about to find out just how easy it can be to communicate with your healthcare provider, schedule appointments, take control of your medical information, and more. Using this quick reference guide, find out how simple it is to start using the Portal. If you have questions about the Portal, please contact your provider’s office.
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How to Self-enroll in the Portal

Navigate to the NextGen® Patient Portal website provided by your practice. Click the “Enroll Now” Button to get started.
How to Self-enroll in the Portal

Check the box and click the “Continue” button to agree to the Terms and Conditions.
Fill in the appropriate data fields. Click “Next.” If you already have an account, and would like to add another practice to your existing account, click here for more information.
Add insurance and address information

Enter optional insurance and address information as desired and click “Next.”
Select your username, security question, and password. Click “Complete Enrollment.” Or, if your practice is configured for scheduling and you wish to make an appointment, choose “Schedule an Appointment.” Once you’ve completed enrollment, you will receive an email notifying you when your enrollment is approved.
If this is your first time using the Portal, click “Enroll Now” to create your username and password.
How to Enroll with a Token Provided by Your Practice

To enter the Portal, follow the link from your healthcare provider. Review the Terms and Conditions, then click “I Accept.”
Enter the security token provided by your provider’s office. Enter your email address and click "Submit."
Create your username and password. Create your login security information and password recovery credentials. Click “Submit.”
On the “Insurance Information” page, select the “I am self-insured” check box, or enter your insurance/payer details. Click “Next.”
Congratulations!
You’re in the Portal

From your welcome screen, you can see and access your inbox, upcoming appointments, lab results, medications, and more.
Please note: when a new message is available in the Portal, you will also receive an alert sent via text or email to the personal account of your choice. To set up or change the type of notification you receive, in the top navigation bar, under “Settings,” click “My Information.”

From here, you can set your preferences. You can change your enrollment information at any time by clicking “Settings” on the right-hand side of the screen, and choosing “My Information.”
Under “Inbox,” click “Compose an Email.” Write your message. Click “Submit.” Replies from your healthcare provider will appear in your Inbox.
In the top navigation bar, click “Schedule.” Choose “Request Appointment.” Select your parameters. Click “Submit.” You’ll receive a “thank you” message indicating your request is pending approval. When your request is approved, you’ll receive an email confirmation.
In the top navigation bar, click “Payments.” Click “Make a Payment.” After successfully submitting your payment information, click “Submit.” A confirmation screen will appear. You can print a receipt, if desired.
In the top navigation bar, choose “Renew Medications.” You will see all active medications prescribed by your healthcare provider. Select desired medications, pharmacy, and renewal information. Click “Submit.”
In the top navigation bar, choose “My Chart.” Click “View my Chart.” To download your chart, click “Download and send my chart.” After your chart is downloaded, click “Send” at the top right to transmit your chart. Enter your provider’s Direct (email) address and click “Send My Chart.” Or enter his/her name and press “Search.” To transmit your health record, press “Send my Chart.” You can also select your dependents’ health record information.
In the top navigation bar, choose “Research.” From here, access health-related information where you can search by topic of interest.
In the top navigation bar, choose “Settings.” Click “Account Settings.” From here, you can change your username, password, security question, and more. When finished, click “Submit.”
In the top navigation bar, choose “Settings” and click “Manage Practices.” You can enroll in additional practices by entering your security token and email.
In the top navigation bar, choose “Settings.” Choose “Statement Notifications.” To receive online-only statements, click “Submit.”