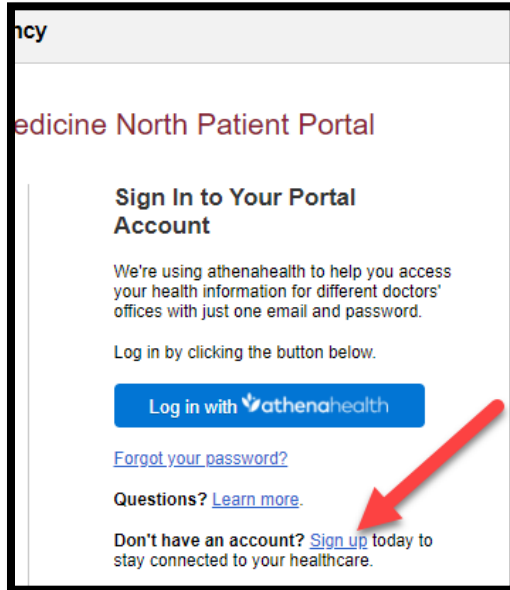


## TO CREATE A PATIENT PORTAL ACCOUNT FROM THE PORTAL HOMEPAGE

**\*\*\* Only active patients can create a patient portal account\*\*\***

1. Go to: <https://7605-1.portal.athenahealth.com/> On the Patient Portal
2. Under **Don't have an account?** click Sign up today.



### Enter your registration information

3. Who will use this account? — Click the Patient option.
4. First name — Enter your first name.
5. Last name — Enter your last name.
6. Date of birth — Select your date of birth.
7. Gender — Select your gender.
8. Email — Enter your email address.
9. Phone — Enter your phone number.
10. Is this a mobile phone? — Select Yes or No.
11. Check **I'm not a robot**
12. Click Continue.

Create Account 1 Enter information

Note: Only current patients and family members can create a portal account.

**Who will use this account? \***

Patient  Patient's family member

**Patient Information**

First name \* Last name \*

Date of birth \* Gender \*


Month Day Year  Male  Female

Email \*

Phone \* Is this a mobile phone? \*

( ) -  Yes  No

Click the checkbox below to prevent unauthorized access

I'm not a robot  reCAPTCHA Privacy - Terms

Continue

### 13. Verify your identity

The screenshot shows the 'Verify Your Identity' step of a three-step account creation process. The steps are: 1. Enter information, 2. Verify identity (current step), and 3. Set password. The page is titled 'Create Account' and has a 'Return to Sign In' link. The main heading is 'Verify Your Identity'. Below it, a message states: 'To protect your personal health information, we will send a temporary passcode to your phone.' The question is 'How would you like us to send the temporary passcode?'. There are three radio button options: 'Email elena@sportsmednorth.com', 'Call (xxx) xxx-1870', and 'Text (xxx) xxx-1870'. At the bottom are 'Back' and 'Send Code' buttons. On the right side, there is a section titled 'Enter Temporary Passcode' with a message: 'We will a temporary passcode in the next 90 seconds. Please enter those six numbers below.' and an empty input field.

14. The Patient Portal will send you a temporary passcode. Select how this passcode should be sent:

a. Your choices are E-mail, Call, or Text

15. Enter the temporary passcode that you received by your chosen option, and then click Continue.

The screenshot shows the 'Enter Temporary Passcode' step. The steps are: 1. Enter information, 2. Verify identity (current step), and 3. Set password. The page is titled 'Create Account'. The main heading is 'Enter Temporary Passcode'. A message states: 'We will text you a temporary passcode in the next 90 seconds. Please enter those six numbers below.' The input field contains the number '211437'. Below the input field are 'Back' and 'Continue' buttons. On the left side, there is a section titled 'Verify Your Identity' with a message: 'To protect your personal health information, we will send a temporary passcode to your phone.' The question is 'How would you like us to send the temporary passcode?'. There are two radio button options: 'Call (xxx) xxx-9278' and 'Text (xxx) xxx-9278'. The 'Text' option is selected. There is a link 'Show SMS Terms and Conditions'.

16. Set your password by entering and confirming. (Please follow password criteria listed on the right)

17. Check the box for Terms and Conditions and Privacy Policy

18. Click Continue

The screenshot shows the 'Set password' step. The steps are: 1. Enter information, 2. Verify identity, and 3. Set password (current step). The page is titled 'Create Account'. The main heading is 'Set password'. A message states: 'Please create a password for your account.' There are two input fields: 'Password \*' and 'Confirm password \*'. A red box highlights both fields with the text 'Enter Password in both spots (Use Criteria to the Right)'. To the right, there is a list of password requirements: 'Your password must include: Between 8 and 20 characters, At least one uppercase letter, At least one lowercase letter, At least one number or symbol'. Below the input fields are two checkboxes: 'Remember this computer to save time resetting your password.' and 'I have read and accepted the Terms and Conditions and Privacy Policy'. A purple box highlights the second checkbox with the text 'Check Box'. At the bottom are 'Back' and 'Continue' buttons. A green box highlights the 'Continue' button with the text 'Click Continue when above steps complete'.