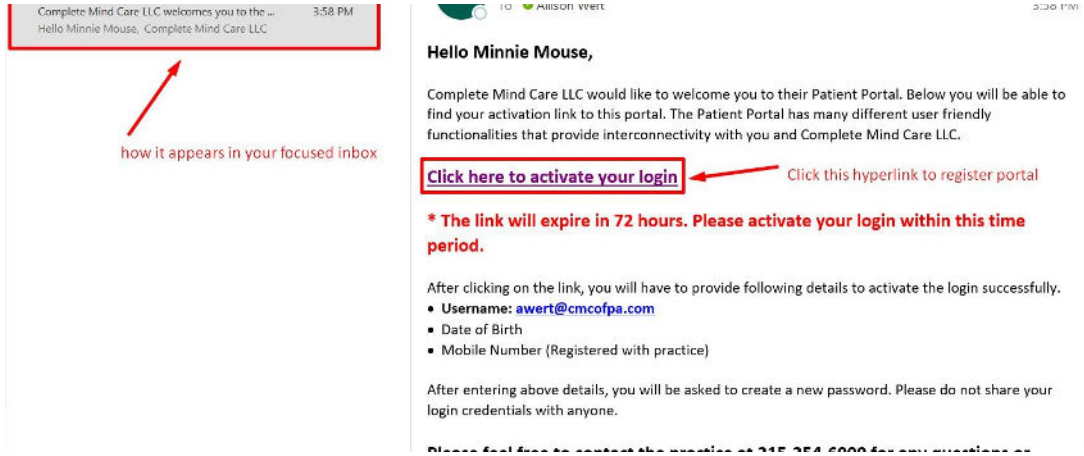


## HOW TO: REGISTER PATIENT PORTAL

1. Click the link in the welcome email:



a.

2. You will then be directed to this screen, to fill in the information requested:

Patient Portal

awert@cmcofpa.com

DOB

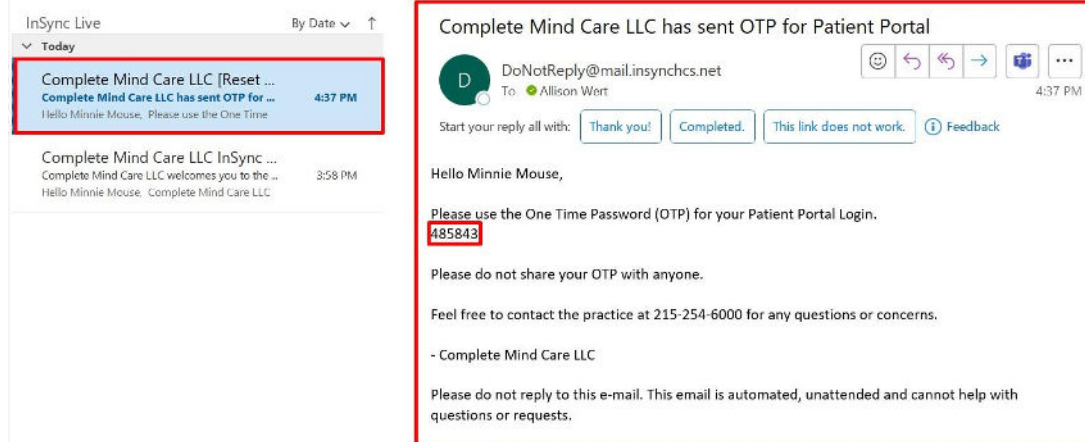
Mobile

Proceed to Login

a.

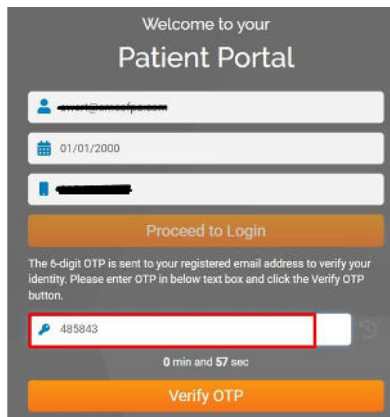
3. AFTER you input the requested information, **you will receive a 2<sup>nd</sup> email** with a one-time password
  - a. **NOTE** if you receive an error message after inputting your DOB and Mobile #, please double check to confirm the information is correct (it would be the information you provided to the office). If still receiving an error message, please call the office to verify we have the correct DOB and Mobile #.

b. Below is an email example for your one-time password.



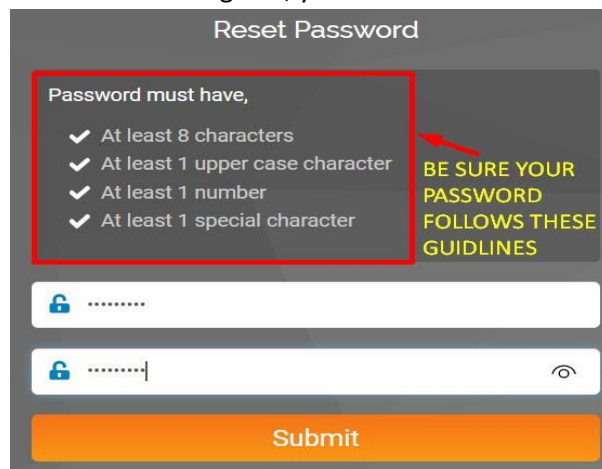
c.

4. You have only a few minutes to enter the OTP, then click "Verify OTP":



5. You will then be instructed to "agree" to the Terms and Conditions

6. Once you have clicked "agree", you will be instructed to reset your password



a.

7. Once you have successfully reset your password, you will be redirected to the login screen, to reenter your username and password

a. **NOTE:** your username is your email.