HOW TO: REGISTER PATIENT PORTAL

1. Click the link in the welcome email:



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

1		Patient Portal				
1		awert@cmcofpa.com				
1		📅 DOB				
1		, Mobile				
1	Proceed to Login					
a.						

- AFTER you input the requested information, you will receive a 2nd 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.

InSync Live V Today	By Date ∽ 1 ↑	Complete Mind Care LLC has sent OTP for Patient Portal
Complete Mind Care LLC [Reset Complete Mind Care LLC has sent OTP for Hello Minnie Mouse, Please use the One Time	4:37 PM	DoNotReply@mail.insynchcs.net (a) (b) (c) (c)
Complete Mind Care LLC InSync Complete Mind Care LLC welcomes you to the Hello Minnie Mouse. Complete Mind Care LLC	3:58 PM	Hello Minnie Mouse, Please use the One Time Password (OTP) for your Patient Portal Login. 485843 Please do not share your OTP with anyone. Feel free to contact the practice at 215-254-6000 for any questions or concerns. - Complete Mind Care LLC Please do not reply to this e-mail. This email is automated, unattended and cannot help with questions or requests.

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

Welcome to your Patient Portal
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iii 01/01/2000
1
The 6-digit OTP is sent to your registered email address to verify your identity. Please enter OTP in below text box and click the Verify OTP button.
P 485843
0 min and 57 sec
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

Reset Password	k
 Password must have, ✓ At least 8 characters ✓ At least 1 upper case character ✓ At least 1 number ✓ At least 1 special character 	BE SURE YOUR PASSWORD FOLLOWS THESE GUIDLINES
Submit	\$

a.

c.

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.