

# HOW TO REGISTER & ACCESS THE PATIENT PORTAL

## HOW TO REGISTER

All patients with a unique valid email address should receive an email invitation from **“no-reply@eclinicalmail.com”** with the subject line: **Patient Portal Access Information from My Health Onsite (MHO)**. (Please check spam/junk folders)

To access your New Patient Portal, simply follow instructions in the email sent which includes:

- Your User Name and Temporary Password

Validate access by using your **“Date of Birth”**.

If you have not received the email invitation, please call **1-888-644-1448** to update your email address.

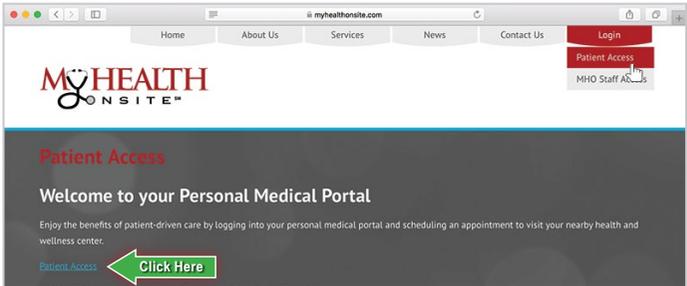
For patients younger than 18 or adults wishing to provide web portal access to another person, a **Patient Portal Proxy Authorization Form** must be completed to comply with regulatory requirements.

The proxy form can be obtained at the Employee Health & Wellness Center or downloaded from MHO's web site at the following URL: [www.myhealthonsite.com/patient-access](http://www.myhealthonsite.com/patient-access). The forms must be completed and turned into the Employee Health & Wellness Center staff to establish web portal access for proxy accounts.



## HOW TO LOGIN (Once Registered)

**STEP 1** Go to [www.myhealthonsite.com](http://www.myhealthonsite.com), click **Login**, then select **Patient Access**. Select the **Patient Access Hyperlink** to take you to the **Patient Portal** page:



**STEP 2** On the **Patient Portal** page, **Enter User Name and Password** to log in to book, cancel or reschedule your appointment:

