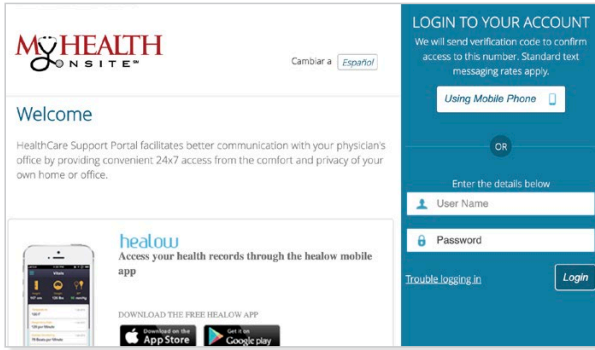
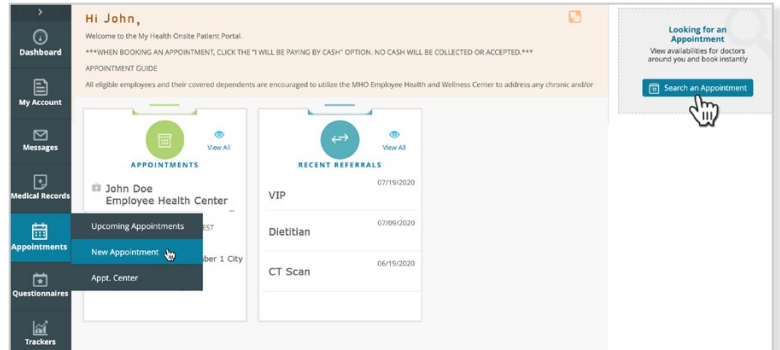


Note: Please set zoom setting in web browser at 100% or lower.



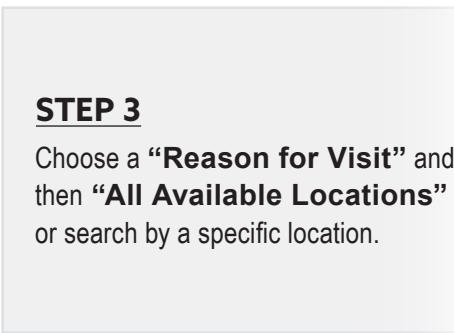
### STEP 1

Go to: [www.my-patientportal.com](http://www.my-patientportal.com) and enter your Username & Password. Click **“Login”** to enter Patient Portal.



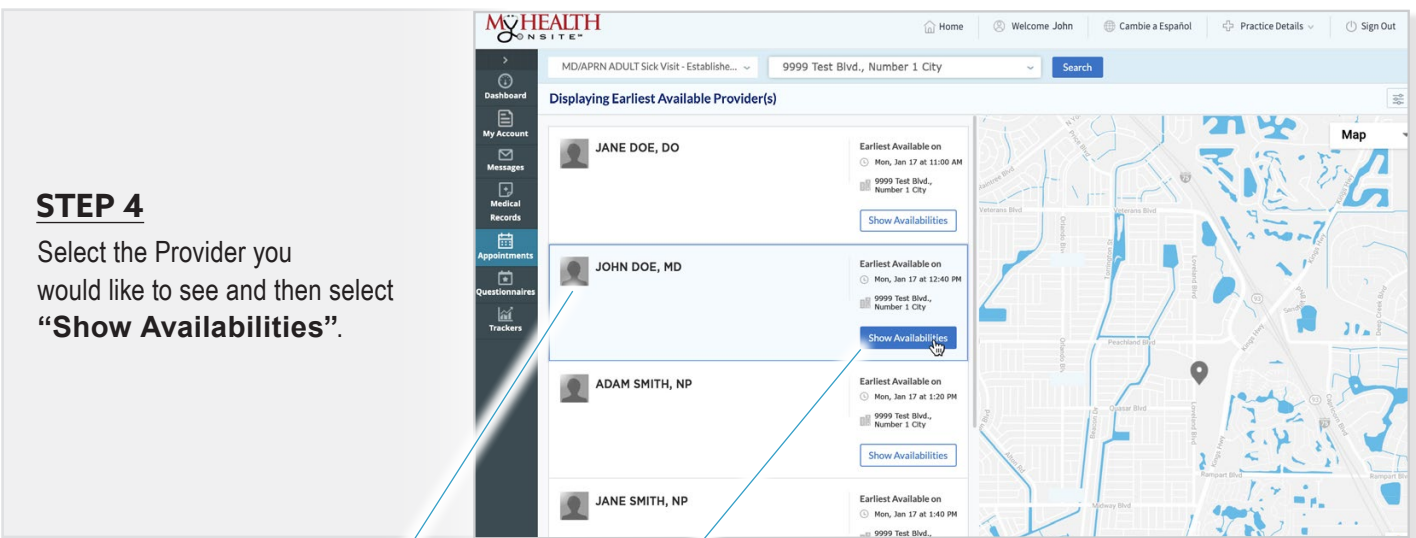
### STEP 2

Select the Appointments Tab at left and select **“New Appointment”** at dropdown menu or hit the **“Search for Appointment”** tab at top right.



### STEP 3

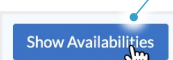
Choose a **“Reason for Visit”** and then **“All Available Locations”** or search by a specific location.



### STEP 4

Select the Provider you would like to see and then select **“Show Availabilities”**.

Select the Provider You Want to See

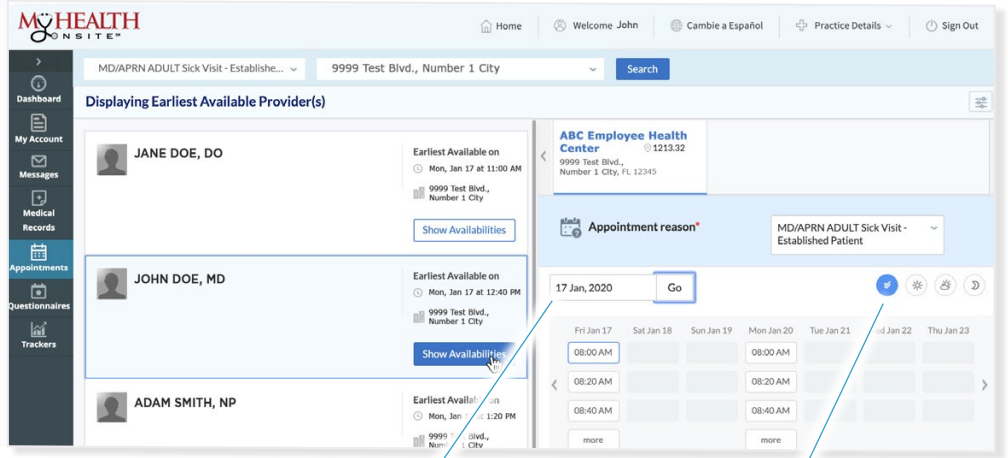


Select Show Availabilities

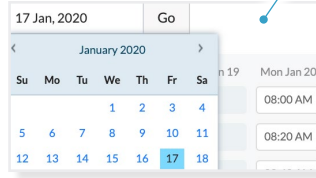
Continued on back

## STEP 5

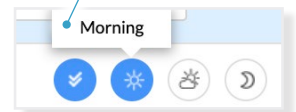
Select the desired date and time you wish to book or select a specific future date and time and then click "Go". Next, under the date, select the time you would like and then it will prompt you to the Patient Details Page of the Appointment.



Select a Future Date to See Available Appointments

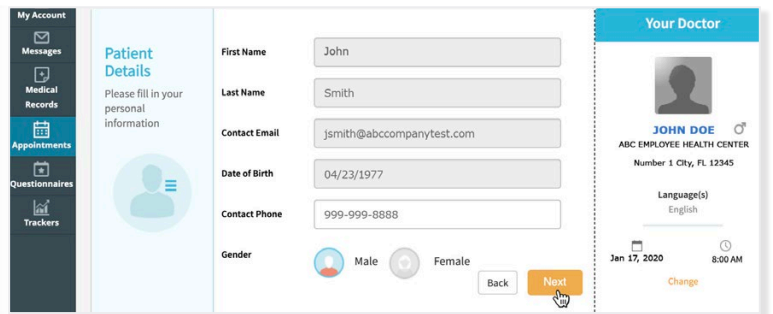


Select Morning, Afternoon, or Evening for Appointment



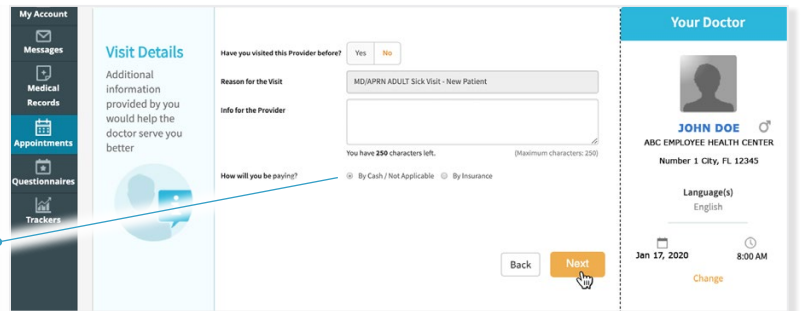
## STEP 6

On the **Patient Details** page, it is important to confirm your information and appointment details are correct. Click "Next" to go to the "Visit Details" page. *(It's important to use a Cell Phone number as your contact phone as you will receive verification of Appointment via text message.)*



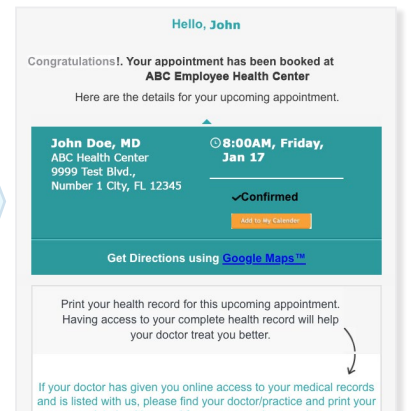
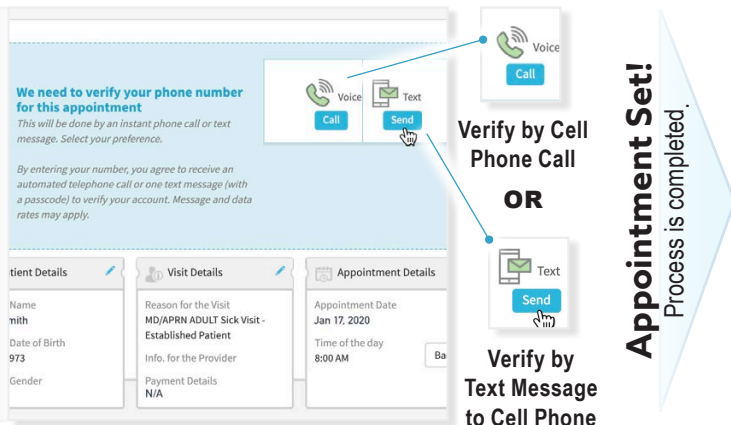
## STEP 7

Select "Yes or No", enter any information you would like the Provider to know about the visit, and then select the "Pay by Cash/Not Applicable" button. Select the "Next" button for Phone Verification of Appointment. *(Please note: No cash or monies will be collected or exchanged.)*



## STEP 8

To verify by phone call or text message, click the "Voice" icon for voice call or "Text" icon for security code. Enter security code to confirm appointment & click "Book Now".



You Will Receive Email Confirmation of Appointment to Registered Email Account.