



# 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.



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

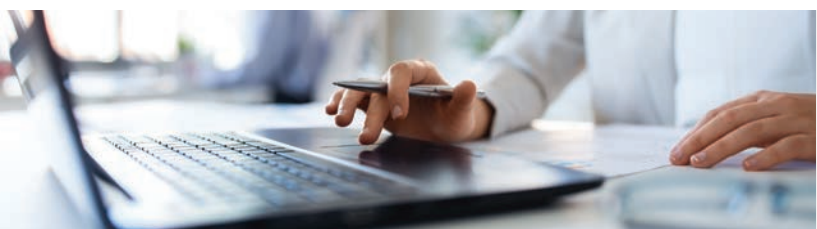
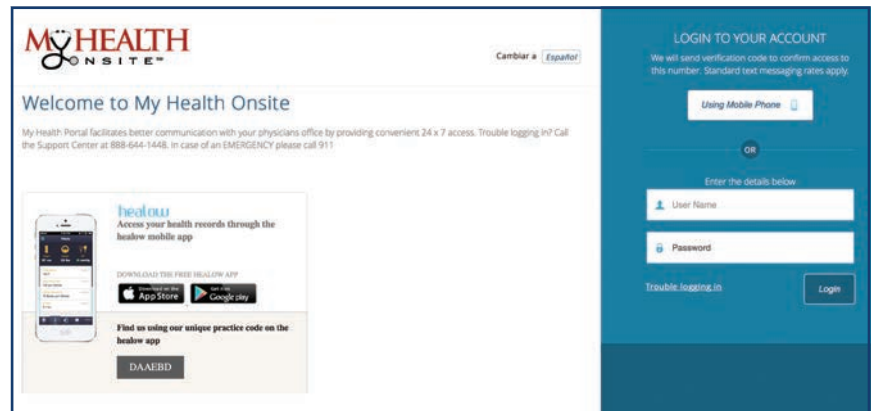
**For patients younger than 18 or adults wishing to provide web portal access to another person, a Patient Portal Proxy Authorization Form must be completed to comply with regulatory requirements.**

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 form must be completed and turned into the Employee Health and Wellness Center staff to establish web portal access for proxy accounts.

## How to Login (Once Registered)

**STEP 1** Go to [www.my-patientportal.com](http://www.my-patientportal.com) to take you to the **Patient Portal Login** page

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



For assistance accessing the patient portal, please call our **24-hour Call Center Support Team at: 1-888-644-1448**

My Health Onsite abides by all federal HIPAA and confidentiality regulations.