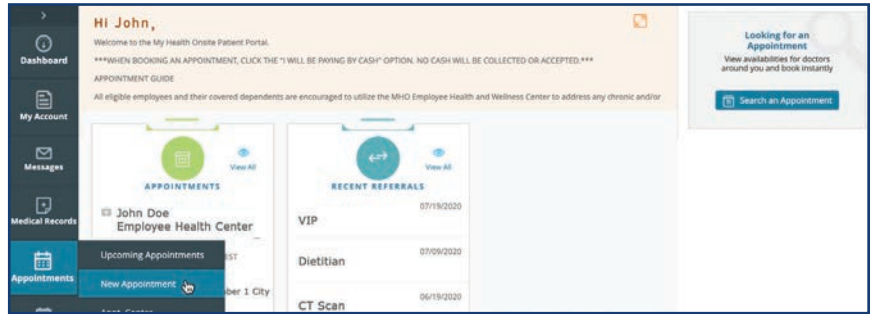
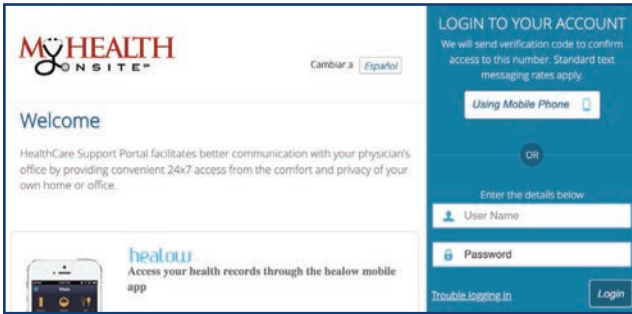


# HOW TO SCHEDULE PATIENT PORTAL APPOINTMENTS

**NEW!** Easier to Find First Available Appointments

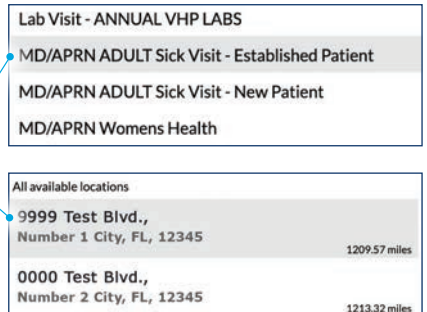
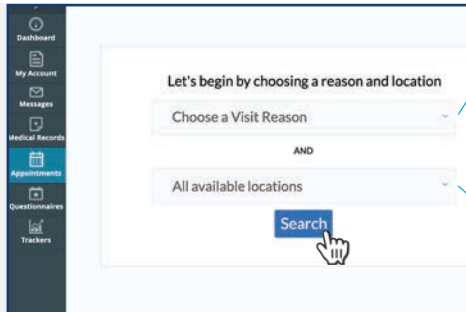
Note: Please set zoom setting in web browser to 100% or lower.



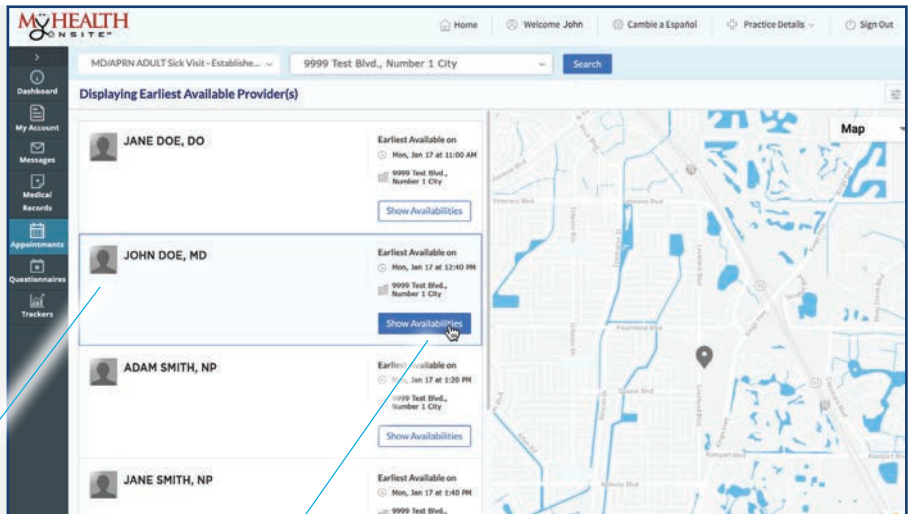
**STEP 1** Go to: [www.my-patientportal.com](http://www.my-patientportal.com) and enter your Username & Password. Click **“Login”** to enter Patient Portal.

**STEP 2** Select the Appointments Tab at left and select **“New Appointment”** at drop-down 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.



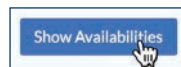
**STEP 4** Select the Provider you would like to see and then select **“Show Availabilities”**.



Select the Provider You Want to See



Select Show Availabilities

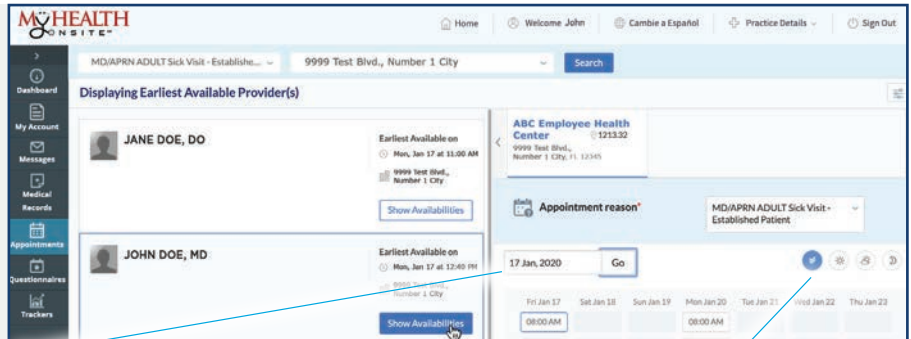


Steps Continued on Next Page

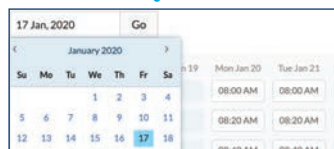
## HOW TO SCHEDULE APPOINTMENTS CONT.

STEP  
5

Select the desired date you wish to book. Next, under the date, “Select the Appointment 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

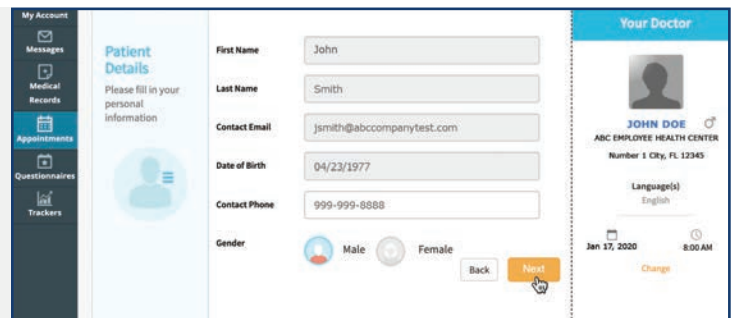


Select Morning, Afternoon, or Evening for Appointment



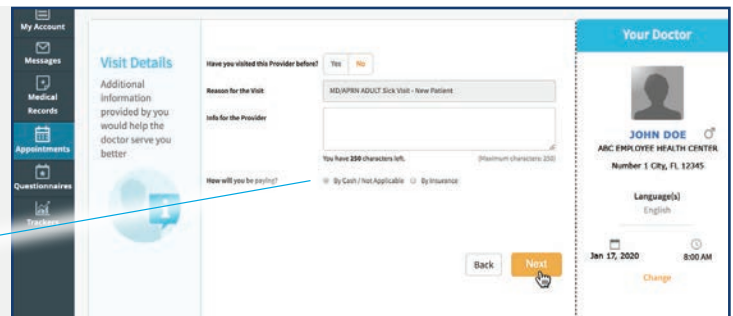
STEP  
6

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.)



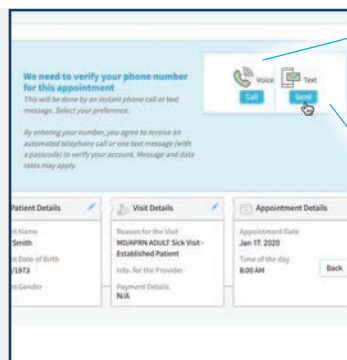
STEP  
7

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

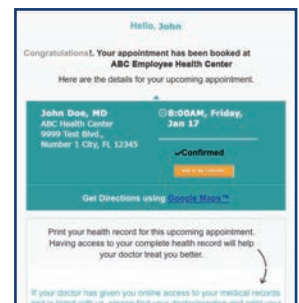
To verify by phone call or text message, click the “Voice” icon for voice call or “Text” icon for security code. Enter security code to confirm appointment & click “Book Now”.



Verify by Cell Phone Call  
OR

Verify by Text Message to Cell Phone

Appointment Set!  
Process is completed.



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