

PATIENT *Portal*

CREATING AN ACCOUNT - INSTRUCTIONS

- At the end of your visit, you will receive a PIN to create your online account. Hold on to this information as you will need it later.
- Visit the secure [Patient Portal](#).
- Click on **Create an account**.

[Forgot password](#)

Not registered yet? [Create an account](#)

- Enter your email address and choose a password.

Create an account

To get your account ready, we just need to verify a few things. This shouldn't take more than a couple of minutes.

Must be at least 8 characters long and contain at least 1 number

Continue

- Select **Yes** for the question **Did your provider give you a PIN?**

Did your provider give you a PIN?

Yes

No



- Choose an option for the patient you're registering (yourself or child/dependent).

Who are you registering?


Myself

Child or Dependent

- Enter the PIN and the patient's birthday.

Please provide the following information about yourself.

Your pin

Your birthday (mm/dd/yyyy) 

- Set up a security question, agree to the terms and conditions, then click on **Create my account**.

For your security, please choose a security question & answer.

Security question 

Security answer

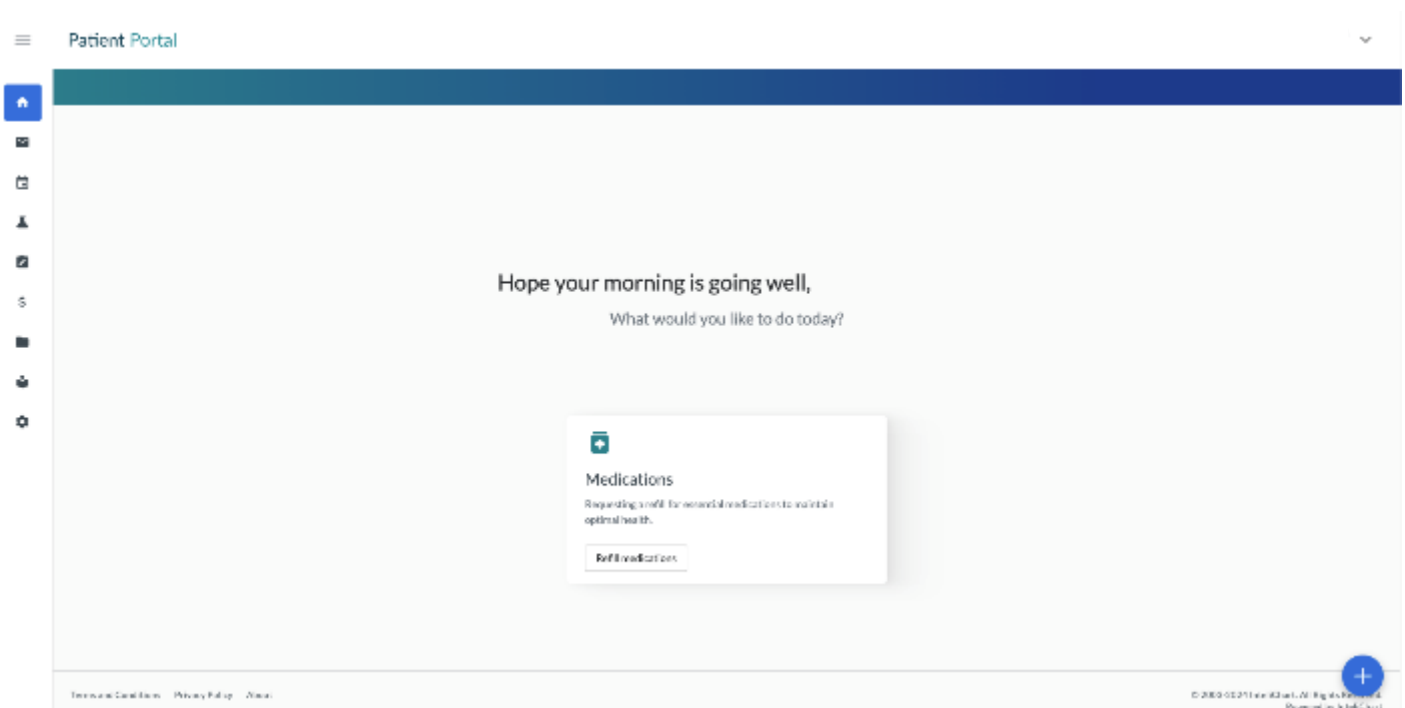
I have read and agree to the [Terms & Conditions](#).

Create my account



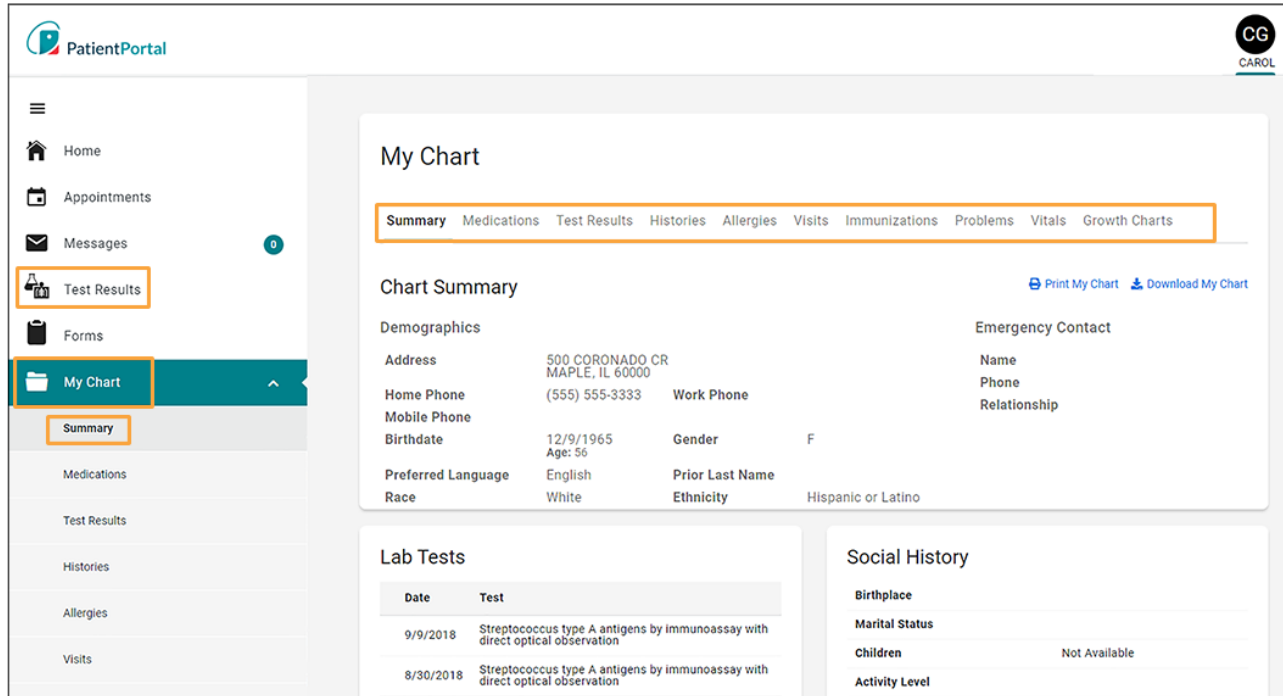
NAVIGATING THE PATIENT PORTAL - INSTRUCTIONS

- Visit the secure [Patient Portal](#).
- Login using your email address and password.
- Once logged in, the icons on the left side of the homepage will help you:
 - View test results.
 - View forms.
 - View chart information.
 - View health education.

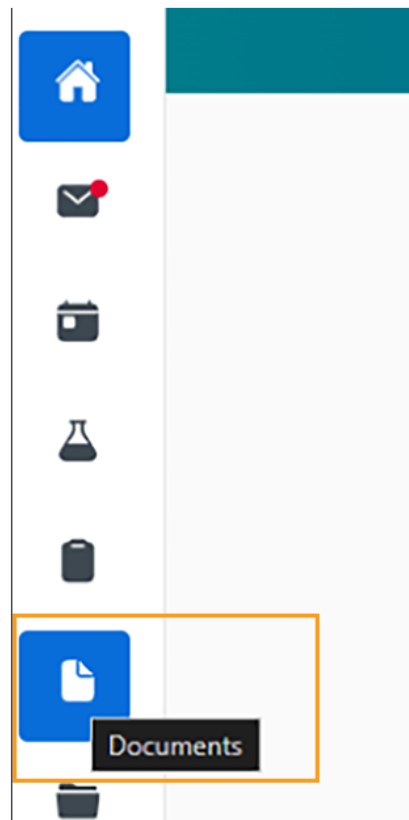


- Click **My Chart > Summary** to view additional information and history recorded during your visit.





- Click **Test Results** from the left menu to quickly view test results.
- Under **Documents**, you will be able to access the following documents:
 - Transcription
 - Code Summary
 - Patient Clinical Summary
 - Work Note
 - School Note
 - Lab Report



Important Note: This feature may not be displayed immediately. Please allow up to eight hours for the Documents icon to be available on the menu.



FORGOT YOUR PASSWORD - INSTRUCTIONS

- Visit the secure [Patient Portal](#).
- Click on **Forgot Password**.
- Enter your email address.
If you have forgotten the email address you used to sign up, please contact Midwest Express Clinic.
- You will receive an email from no-reply@patientportal.net.
If you did not receive an email, please check your spam or junk folder.
- Click the link, you will be sent to the Patient Portal.
- Answer the security question you set up when you created your account.

You're almost there.

Please answer your security question. If you have forgotten your answer, you will need to contact your practice.

What is your mother's maiden name?

Continue

- Select and confirm your new password.

Make it memorable.

Let's change your password now. Your password must be between 8-32 characters in length and include at least 1 number.

New password



Must be at least 8 characters long and contain at least 1

Confirm new password



- Return to the login page and use your new password.

Yay! Your password has been reset.

Now you can log in to your patient portal with your shiny new password

[Return to the login page.](#)

