

## Portal Registration Instructions through invitation email – Desktop View

Welcome to the all-in-one personal health record and patient portal that lets you access your medical information in a secure online environment **24 hours a day, 7 days a week** from any computer, laptop, tablet, or smartphone! **Just follow these simple steps to get connected today!**

1 From: FollowMyHealth <noreply@followmyhealth.com>  
 Sent: Thursday, April 2, 2020 10:21 AM  
 To: Test Test <Testt@hccc-health.org>  
 Subject: Hackley Community Care invites you to join FollowMyHealth

Dear Test,

In order to start the registration process and get connected to your medical information, follow these 3 steps when you click the registration link below:

1. Click Sign Up and Connect.

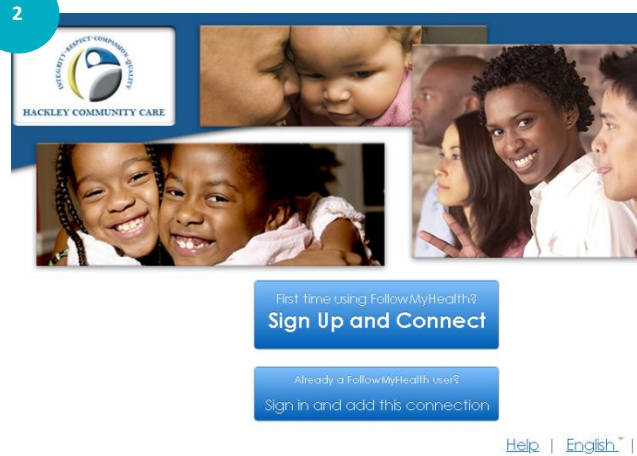
– If you already have a portal account and want to connect with an additional provider, click Sign in and add this connection (skip to step 3).

2. Create a username for your portal account. By default, this will be your email address. Next, create a password following the criteria noted on the right of the screen. Confirm your password to continue.

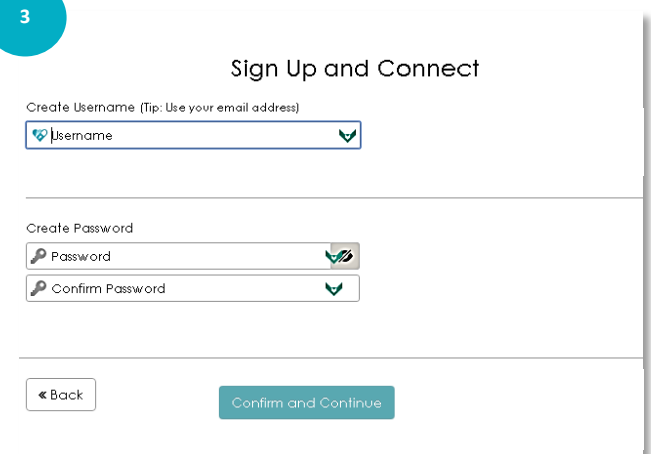
3. Connect your account. Follow the on-screen prompts to complete your account connection. These screens include accepting our Terms of Service, entering your Invite Code [the last four digits of your year of birth] and accepting the release of information.

[Click here](#) to begin.

**Check your Email.** You will receive an email from [noreply@followmyhealth.com](mailto:noreply@followmyhealth.com). Click the registration link and follow the prompts.

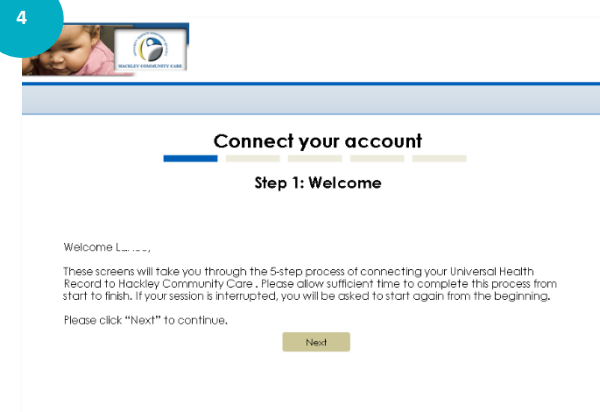


Click **“Sign Up and Connect”**. (If you already have a portal account and want to add HCCC, click **“Sign in and add this connection”**.)

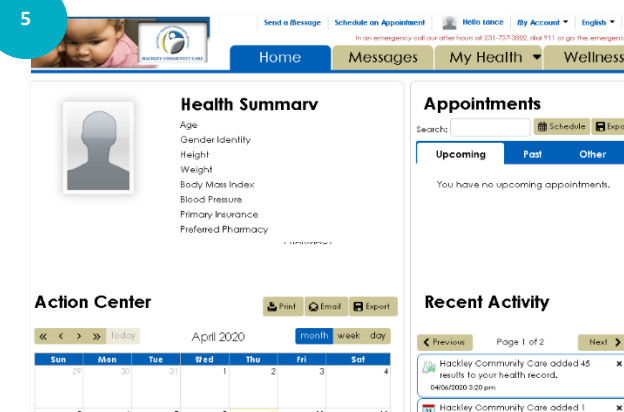



The screenshot shows the 'Sign Up and Connect' form. It has a title 'Sign Up and Connect' and a sub-header 'Create Username (Tip: Use your email address)'. There is a text input field for 'Username' with a dropdown arrow. Below that is a section for 'Create Password' with two text input fields: 'Password' and 'Confirm Password', each with a checkmark icon indicating it's been filled. At the bottom, there are two buttons: a light blue 'Back' button and a teal 'Confirm and Continue' button.

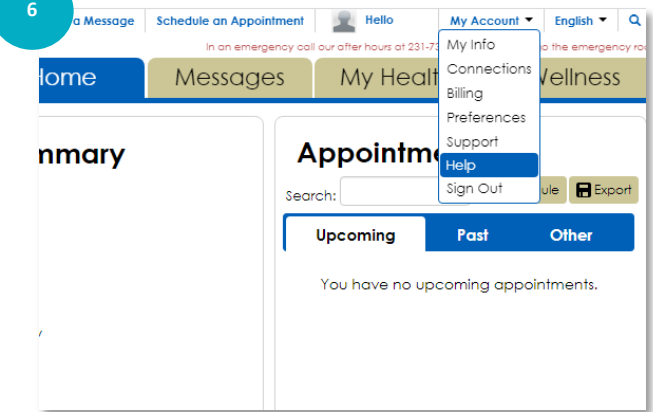
Fill in the required fields to create your username and password. Once completed, click **“Confirm and Continue”**.



Follow the prompts on the next four screens to complete your connection. (Includes Terms of Service, entering your 4 digit Invite Code [year of birth], and Release of Information.)



After completing the prompts, your health record will be uploaded, and you will be directed to your  **FollowMyHealth** home page.



Congratulations! You can now access your health information and start managing your care online. For more information on patient portal use, go to **“Help”** under **“My Account”**.