

# FCC Patient Portal Notifications

To sign up to receive Fanno Creek Patient Portal Notifications, first log into the Patient Portal at:

<https://portal.fannocreek.com>

**\*If you are not currently signed up for the FCC Patient Portal, please sign up at the front desk.\***

**1** - Click on **View / Update Portal Profile**. Now enter your *Notification Email Address*, select whether or not you would like your name shown in the body of the notification email, enter your patient portal password, and click on *Update Profile*. This will commit the changes to your account.

The image shows a screenshot of the 'Portal Profile' update form. The form is titled 'Portal Profile' in a teal header. It contains several input fields and a checkbox. The fields are: Username (Minimum 8 letters long.), Password (Password must be at least 8 characters and have both letters and numbers), Security Question 1 (What was the name of your high school mascot?), Security Question 2 (What's the largest amount of money you have lent that was never paid back?), Security Question 3 (How much was the most expensive car repair you've ever had to pay for?), and Notification Email Address (myaddress@mail.com). There is a checkbox for 'Show Patient Name in Email Notifications' with the text '(By checking this box, you approve inclusion of the patient's display name in email body.)'. At the bottom right are 'Update Profile' and 'Cancel' buttons. Red arrows and numbers 1 through 4 point to specific parts of the form: 1 points to the email address field, 2 points to the checkbox, 3 points to the password field, and 4 points to the 'Update Profile' button.

**2** **2:** Select this option if you would like your name displayed in the body of Email notifications. This is not required.

**3** **3:** Enter your password so that the changes are saved to your profile.

**1** **1:** Enter your Email address. This will be the address where notifications are sent.

**4** **4:** Click to update profile and commit changes.

**2** - After saving the settings, you will receive the following verification email to the address registered on the account:

***Fanno Creek Clinic Patient Portal – Verify Email Address.***

*This message has been sent from an unmonitored email address. Please do not reply to this message. If you want to communicate with Fanno Creek Clinic, logon to your patient portal account, or telephone Fanno Creek Clinic at 503-452-0915.*

*Please go to the following web page to verify your email address for Patient Portal notifications:*

[Verification Page](#)

*This message is intended for use by the addressee and may contain information that is privileged or confidential. If you are not the addressee and/or have received this message in error, please advise Fanno Creek Clinic.*

Click on the [Verification Page](#) link in order to confirm. You will start receiving email notifications once your Fanno Creek Clinic Patient Portal has been updated. **You will receive notification if your provider releases new information to the patient portal as well as notification of secure messages.** If you do not receive the verification email, please check your SPAM folder or log into the patient portal and verify that your email address is entered correctly in your *Portal Profile*.