

## Step By Step to Access Portal:

**1. Once the patient portal is activated by the WHDG staff, you will receive an email message. See sample email message below.**

Dear TEST,

Please use the button below to access your patient portal on Google Chrome, Mozilla Firefox browser, or on the mobile app - APPatient™ if you already have it installed.

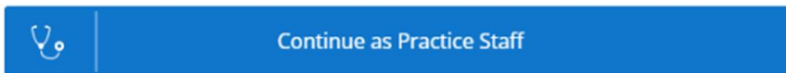
Access Portal

You will need your email and your mobile phone number that you used to register with the practice to access the portal.

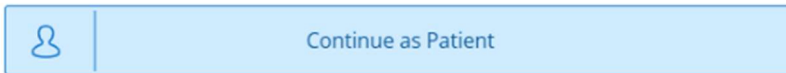
For reference:

Practice URL: westhills.ema.md

**2. From the email message, click on the Activate Account blue hyperlink.**



OR



**3. You will be directed to the Patient Portal. Enter your date of birth and your last name. Then, select Verify Information.**



Login

First Name

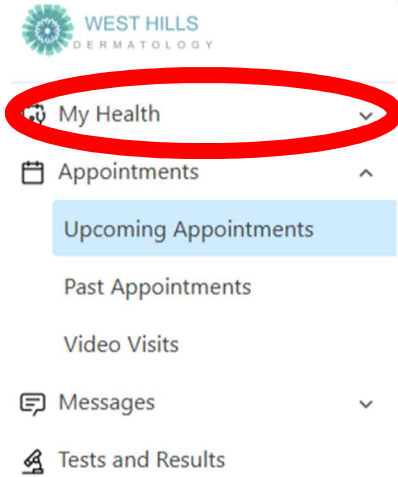
Last Name

Date of Birth (MM/DD/YYYY)

Confirm Identity

4. The system will prompt you to enter a password. Enter a new password of your choice and click on Set Password.

5. Close out the Welcome to pop-up message. Then, click on My Health.



6. From the left panel, click on each tab to review and update your information.



7. Prior to your appointment, select your pharmacy, enter your medications, allergies, past medical history, and skin disease history.

**NOTE:** To add the pharmacy of your preference, click on Insurance and Pharmacy and select Add Surescripts Pharmacy. Search your pharmacy by entering the name and address in the filters. Once the pharmacy is identified, select the blue hyperlink of your pharmacy of choice.

8. To view your Upcoming Appointments, click on the Appointments tab.



9. To view test results sent by your provider, click on the Test and Results tab.

