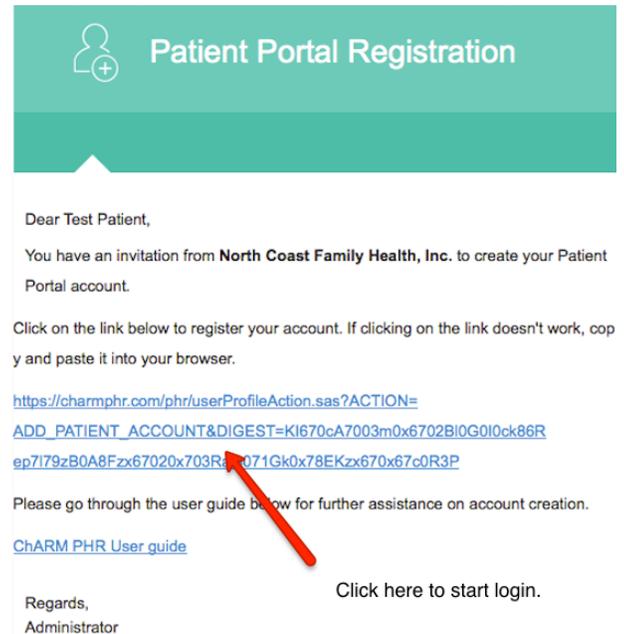


Accessing the NCFH Portal

1. To start the login process, you'll need a Portal Invitation sent to you from our office. If you haven't received one or can't locate an earlier invitation, please call our office and ask for one to be sent.
2. Click the blue text/link to access the Portal activation page.



3. Enter your birthdate. Be sure to use MM/DD/YYYY (ex. 01/01/1965) when entering the date. Click NEXT.

The screenshot shows the "Patient Portal Account Activation" screen, specifically the "1 DOB Verification" step. It prompts the user to "Enter patient's date of birth." The name "Test Patient" is displayed. The "Date Of Birth" field is marked with an asterisk and contains a date picker showing "mm/dd/yyyy" and "12" in the month dropdown. A red arrow points to the date picker. Below the field are "Next" and "Cancel" buttons.

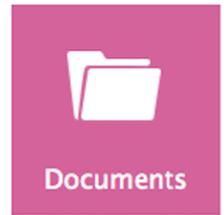
4. Create a Login ID and a Password (or use your birthdate as your password). Each one needs to be a minimum of six (6) characters. Be sure to make a note of both.

Enter the randomly generated text in the box at the bottom and click submit.

If everything is correct, you'll get a message letting you know you've been successful. If you receive a message telling you the Login ID has been created already, someone else is using that ID and you need to select another one.

The screenshot shows the "Patient Portal Account Activation" screen, specifically the "2 Account Creation" step. It prompts the user to "Please enter the Login ID". There are three input fields: "Login ID", "Password", and "Confirm Password". A red arrow points to the "Login ID" field with the text "Select a user name...". To the right of the "Password" field, there is a list of instructions: "Login ID once created cannot be changed.", "Login ID is case sensitive.", and "Reconfirm your Login ID." Below these fields is a CAPTCHA section titled "Enter the text you see in the below image" with the word "ldyely" displayed in green. A red arrow points to the CAPTCHA input field with the text "...and a password". At the bottom are "Submit" and "Cancel" buttons.

5. Once in the portal, you'll be able to access your doctor via the Messages button. If you have documents waiting for you, you will receive a message via email and a red dot will appear in the corner of the Messages button, with the number of unread documents.



You'll receive an email when a new item has been added to your Personal Health Record.

A number will appear in the upper right corner of a topic box to indicate the number of items waiting.



6. The message system works like an email program. Click Compose to begin your message. Select Add Recipient to access your doctor's name. Enter a subject line and your message. An Attach button allows you to send PDFs and scans to your doctor.

You have 500 characters for each message, so please keep the message brief. If you have more than one or two simple questions, please schedule an appointment to discuss them with your doctor.

To access your message, please click on the subject name.

Click Home to return to the home Page.



Click here to return to the home page.

Messages

From	Subject	Date
<input type="checkbox"/> Pamela [REDACTED]	NCFH Bloodwork required	Jan 29, 2016

Click here to open message window.

7. To logout, click the Logout icon in the upper right corner. After logging out at the end of your initial visit, please bookmark the portal page. This will make accessing the portal easier next time .