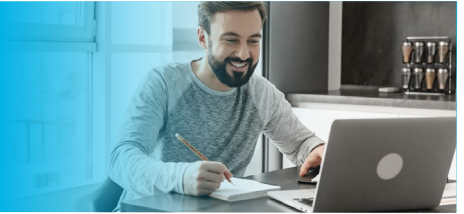




HOW TO REGISTER & ACCESS THE PATIENT PORTAL



HOW TO REGISTER

All patients with a unique valid email address should receive an email invitation from **“no-reply@eclinicalmail.com”** with the subject line: **Patient Portal Access Information from My Health Onsite (MHO)**. (Please check spam/junk folders)

To access your New Patient Portal, simply follow instructions in the email sent which includes:

- **Your User Name and Temporary Password**

Validate access by using your **“Date of Birth”**.

If you have not received the email invitation, please call **1-888-644-1448** to update your email address.

For patients younger than 18 or adults wishing to provide web portal access to another person, a Patient Portal Proxy Authorization Form must be completed to comply with regulatory requirements. The proxy form can be obtained at the Employee Health Center, HR and Risk Management department or downloaded from MHO's web site at the following URL: www.myhealthonsite.com/patient-access. The forms must be completed and turned into the Employee Health Center staff to establish web portal access for proxy accounts.

HOW TO LOGIN (Once Registered)

STEP 1 Go to www.myhealthonsite.com, click **Login**, then select **Patient Access**. Select the **Patient Access Hyperlink** to take you to the **Patient Portal** page:

STEP 2 On the **Patient Portal** page, **Enter User Name and Password** to log in to book, cancel or reschedule your appointment: