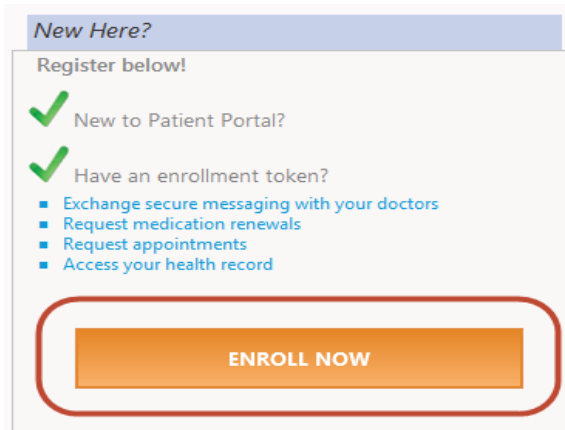


## Patient Workflow to Complete Enrollment

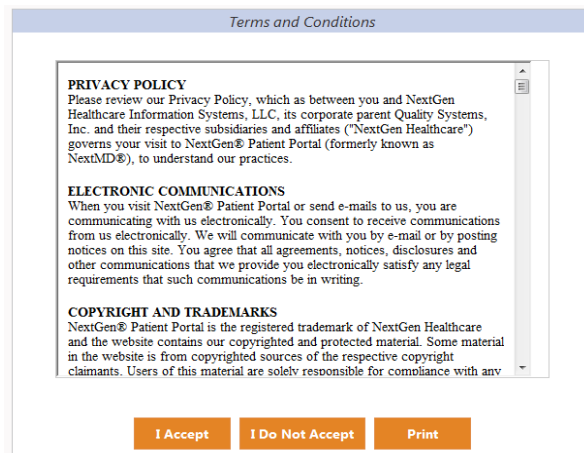
### Patient Steps for Manual Enrollment Account Completion

If you are manually enrolled, you will follow these steps to complete your enrollment:

1. The staff at your physician’s office will provide you a token that you can enter on the website.
2. You will receive an email providing a link to the portal website. If you do not receive the email for any reason, you can access the site at: [www.nextmd.com](http://www.nextmd.com).
3. Once you have accessed the portal website, you will click ‘Enroll Now’ from the portal homepage.



4. You will need to accept the portal terms and Conditions to continue.



5. You should then enter the security token that was provided to you, your date of birth (MMDDYYYY), the same email address that you provided to the practice, and your last name. If you declined to provide an email address, you can select 'I do not have an email address'.

\* Enter security token:   
[What is security token?](#)

\* Enter date of birth:

\* Enter email address:   
 I do not have an email address

\* Enter last name:

6. You are then taken to a screen where you can create your own user name, password, security question, and forgotten password question.

*NOTE: The requirements for the user name and password are listed for you. (e.g. user name must be between 6 and 20 characters).*

**Create enrollment credentials**

**FRAUD WARNING**  
Any person who knowingly with the intent to defraud any medical agency by concealing and filing false information for medical care or treatment may be found to have committed a fraudulent act which is a crime and may be subject to criminal and civil penalties.

**1 Create your username and password**  
Enter a user name and password you want to use when you login to NextGen Patient Portal. Asterisk (\*) denotes required field.

\* User name:   
User name must be between 6 – 20 characters and is case sensitive.

\* Password:   
Password must be between 6-20 characters which can be a combination of letters, numbers and special characters and is case sensitive.

\* Retype password:

**2 Create your login security authorization**  
Choose a login security question and enter your answer. This question will be used as part of the login authorization process. You will be prompted to enter the answer for your selected question when you login.

1. These new credentials you have created should be used to log into the portal in the future.

*Note: If you lose or forget your login information, you should use the 'Need help with your user name and password' link on the portal homepage. A reset token can also be issued by someone at your physician's office for you to enter from 'Need help with your user name and password', if needed.*