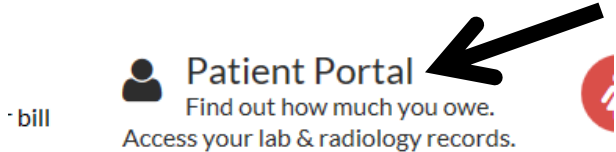
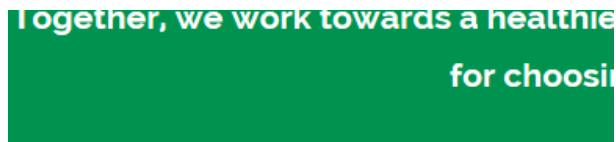


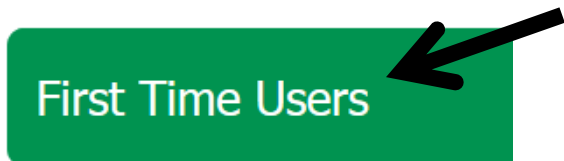
Patient Portal Set Up Guide

Step 1: Go to: <http://madisonmemorial.org>

Step 2: Scroll to the bottom of homepage and click "Patient Portal"



Step 3: Click on "First Time Users"



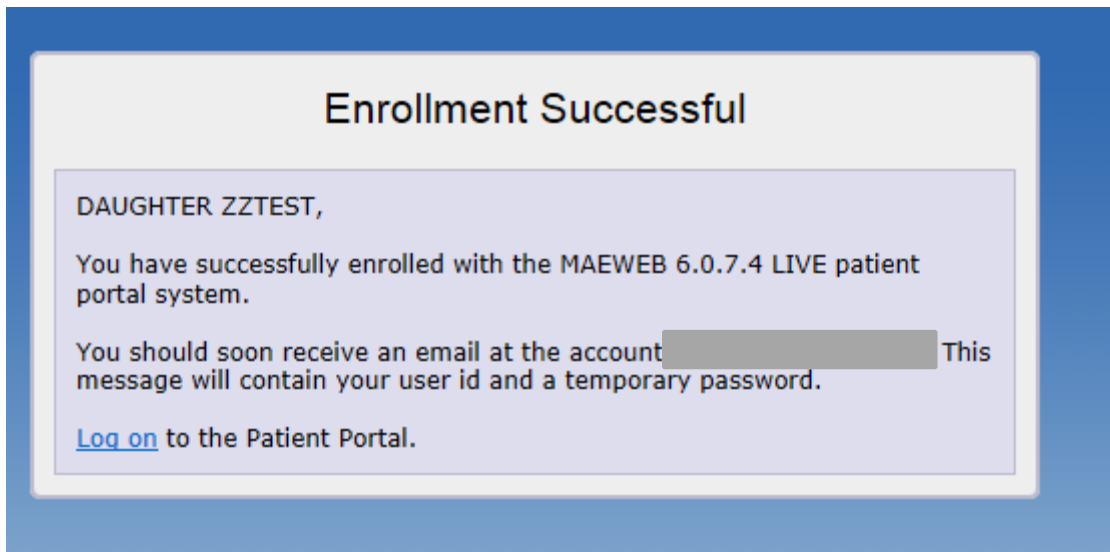
Step 4: Enter all your details, then press "Submit Enrollment Request"

A screenshot of the "Enrollment Request" form. The form has a light blue background and a darker blue border. It contains the following fields:

- Last Name:
- First Name:
- Date of Birth: Month , Day , Year
- Medical Record Number:
- Confirm Medical Record Number:
- Email Address:
- Confirm Email Address:

At the bottom of the form is a button labeled "Submit Enrollment Request". A black arrow points to this button.

If you see this message, log in to your e-mail account and open the message from **MMH.records**.

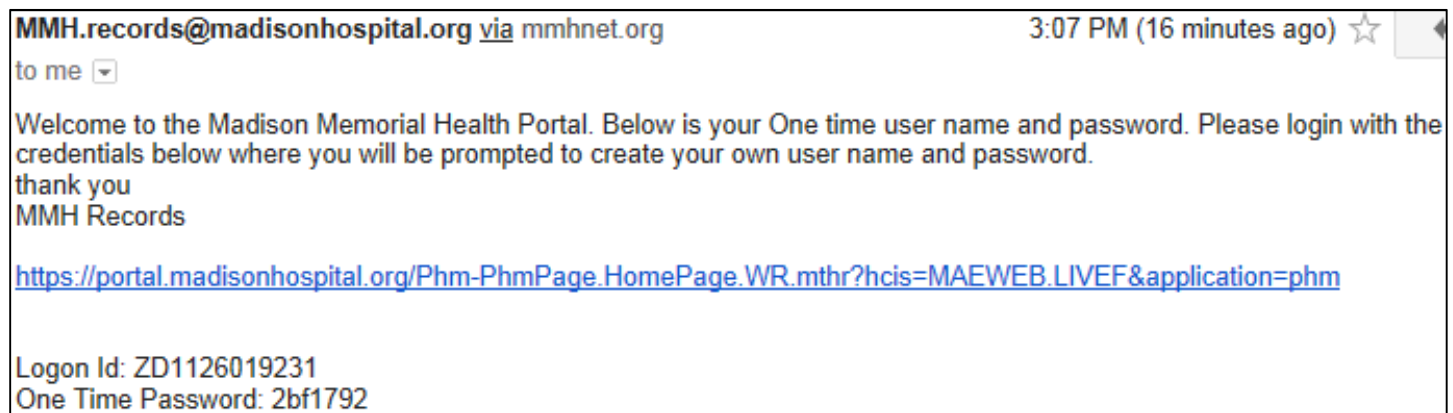


Troubleshooting

If your Enrollment was unsuccessful:

- Carefully look over all your details on step 4 to ensure all your information is correct. If your information is correct, but you are still unable to enroll, please call 359-6538, M-F, 8:00 am – 4:30 pm for enrollment assistance.

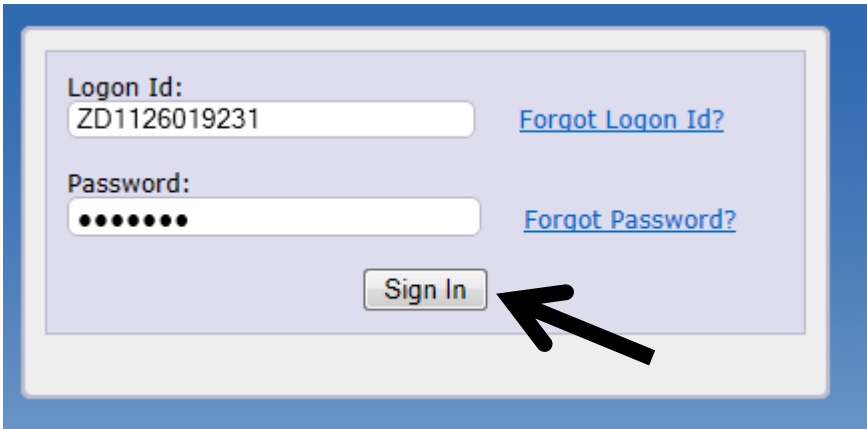
Step 5: Once logged into your e-mail account, transpose Logon ID & One Time Password (see below – arrows) to matching spaces in link provided in your e-mail message.



Option 1 Carefully write down both your Logon Id and One Time Password **exactly** as you see them. **Note: System is very case-sensitive.**

Option 2 Highlight Logon Id. Be careful not to add extra spaces. Right click and select copy. Click on link provided in your e-mail, then right click to paste in the matching field. Repeat process with One Time Password.

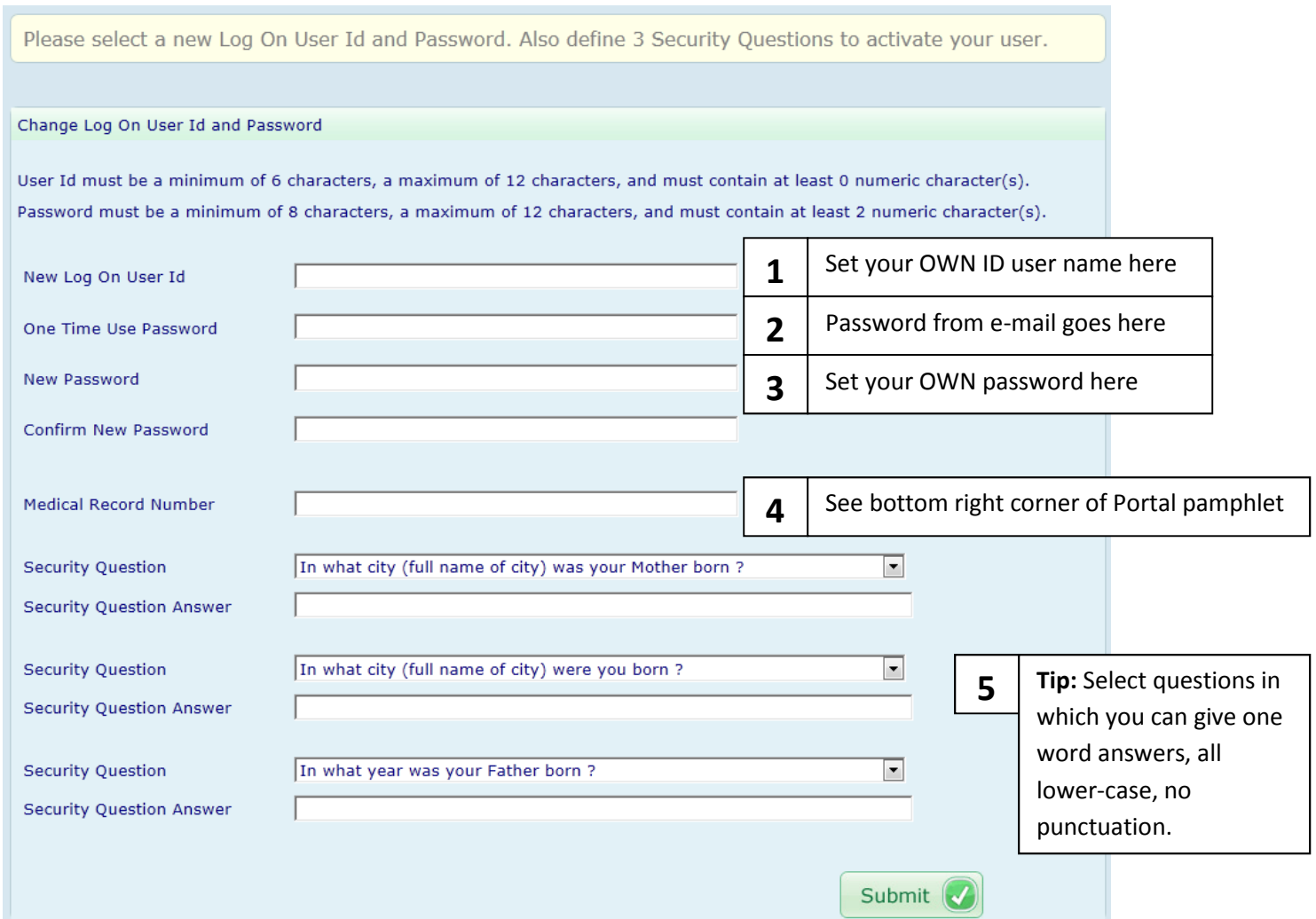
Step 6: Once Logon Id and One Time Password have been entered, click Sign In button once.



The screenshot shows a login interface with a light blue background. It contains two input fields: 'Logon Id:' with the value 'ZD1126019231' and 'Password:' with masked characters. To the right of each field is a blue link: 'Forgot Logon Id?' and 'Forgot Password?'. Below the password field is a 'Sign In' button, which is highlighted by a black arrow pointing to it from the right.

Please be patient because it may take a while for the page to load. Don't click twice!

Step 7: You are now here. Please reference number boxes as you complete this page.



The screenshot shows a registration form with a light blue background. At the top, a yellow box contains the text: 'Please select a new Log On User Id and Password. Also define 3 Security Questions to activate your user.' Below this is a green header: 'Change Log On User Id and Password'. Underneath, there are two lines of instructions: 'User Id must be a minimum of 6 characters, a maximum of 12 characters, and must contain at least 0 numeric character(s). Password must be a minimum of 8 characters, a maximum of 12 characters, and must contain at least 2 numeric character(s).' The form fields are: 'New Log On User Id', 'One Time Use Password', 'New Password', 'Confirm New Password', 'Medical Record Number', and three 'Security Question' pairs. Each 'Security Question' has a dropdown menu and a corresponding 'Security Question Answer' text box. A 'Submit' button with a green checkmark is at the bottom right. Five numbered callout boxes are overlaid on the form: 1 points to the 'New Log On User Id' field; 2 points to the 'One Time Use Password' field; 3 points to the 'New Password' field; 4 points to the 'Medical Record Number' field; 5 points to the 'Security Question' dropdowns. A tip box next to callout 5 says: 'Tip: Select questions in which you can give one word answers, all lower-case, no punctuation.'

1	Set your OWN ID user name here
2	Password from e-mail goes here
3	Set your OWN password here

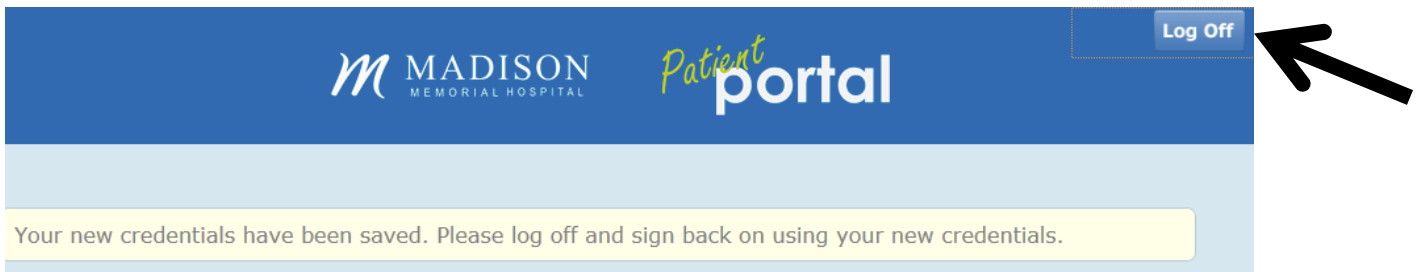
4	See bottom right corner of Portal pamphlet
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5	Tip: Select questions in which you can give one word answers, all lower-case, no punctuation.
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Step 8: Once this page is completed, click Submit once.

Please be patient because it may take a while for the page to load. Don't click twice!

Step 9: Click the "Log Off" button.



Step 10: Click the "Click here" link.

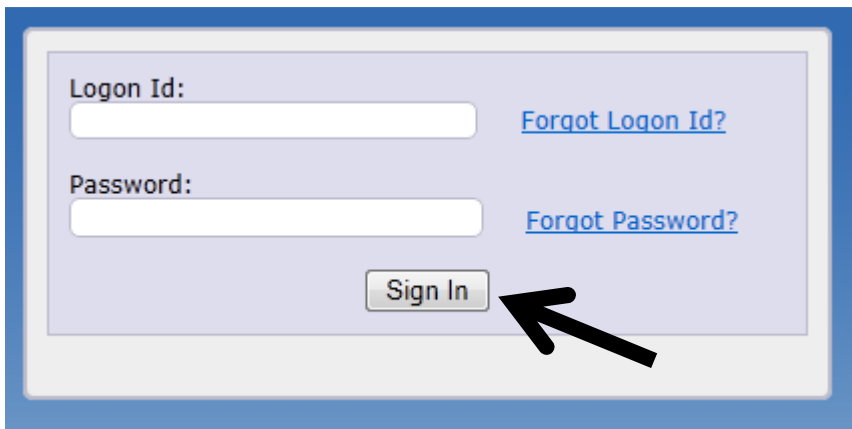
Logged Out

You have signed out of the system.

Click [here](#) to sign on again.

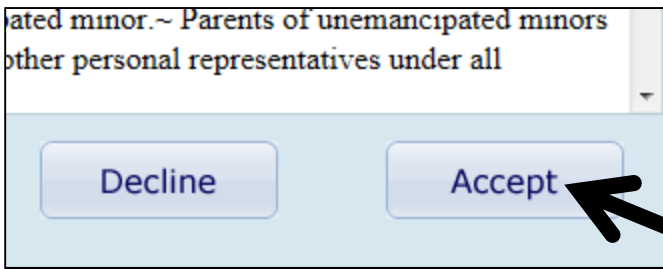


Step 11: Enter your OWN Logon Id and Password here. Click Sign In button once.

A screenshot of the login form. It has two input fields: "Logon Id:" and "Password:". To the right of each field is a link: "Forgot Logon Id?" and "Forgot Password?". At the bottom of the form is a "Sign In" button. A black arrow points to this button.

Please be patient because it may take a while for the page to load. Don't click twice!

Step 12: Review the Patient and Consumer Portal Terms and Conditions, then click Accept.



Step 13: To view your information, click on any of the 4 boxes. Do not click on the list of recent visits as there are no links attached them to view. These are just courtesy list.

