

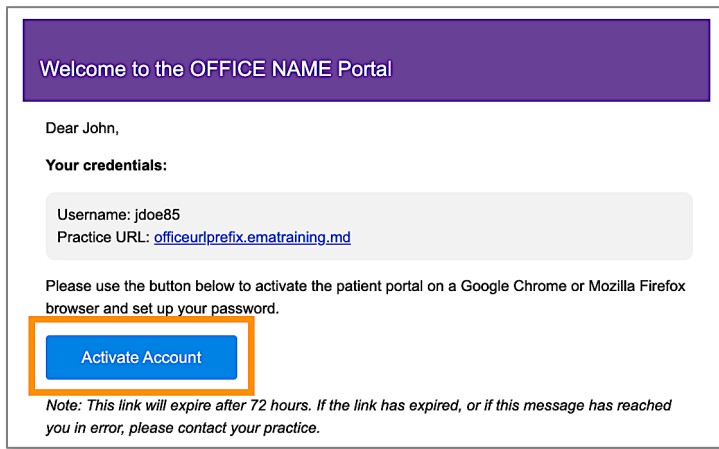
Patient Portal Instructions

Access the Patient Portal

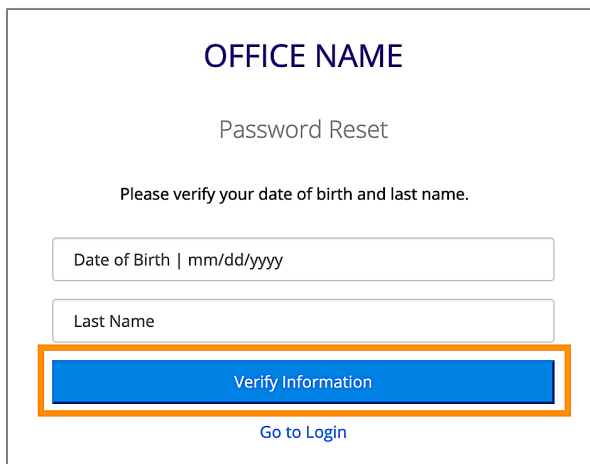
Activate Your Patient Portal Account

An account must be created before you can use or access your data on the Patient Portal. Providing us with your email address will allow us to send you an email from the office that includes a link to activate your Patient Portal account.

1. Open the email from us with the subject, “Welcome to Your **Halcyon Dermatology** Patient Portal”.
2. The email will include your Patient Portal *Username*, *Practice URL* (patient portal web address) and the steps for logging into the portal.
3. Select, Activate Account.



4. You will be directed to the portal website, where you will be prompted to verify your identity by entering your *Date of Birth* and *Last Name*. Once entered, select **Verify Information**.



5. You will be prompted to change your password. Once entered, select **Set Password**.

Patient Portal Instructions

OFFICE NAME

Change Password

New Password

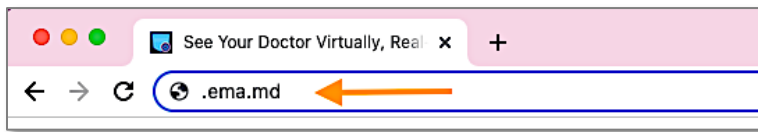
Confirm Password

Set Password

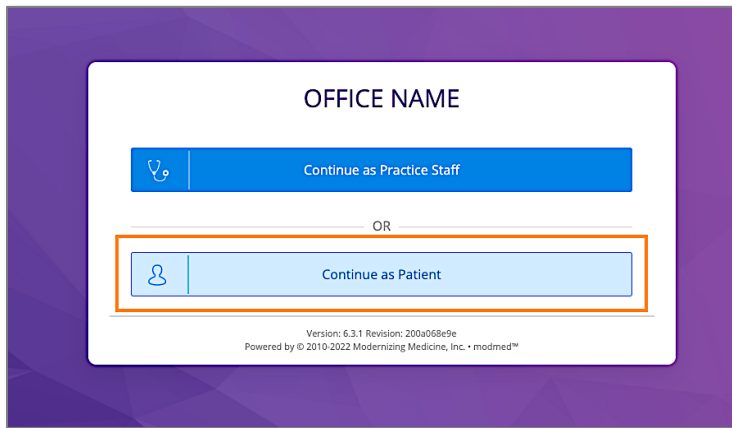
Log in to the Patient Portal

Once your account has been activated, you will be able to log in to the Patient Portal as needed. Follow the steps below to log in.

1. Open your internet browser on a computer or laptop and enter the following website URL into the address bar: **halcyonderm.ema.md**

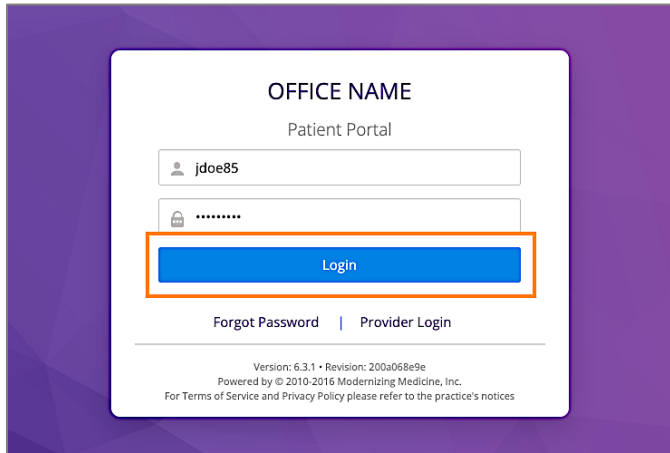


2. Select Continue as Patient.



3. Enter your Patient Portal Username and Password, then select **Login**.

Patient Portal Instructions

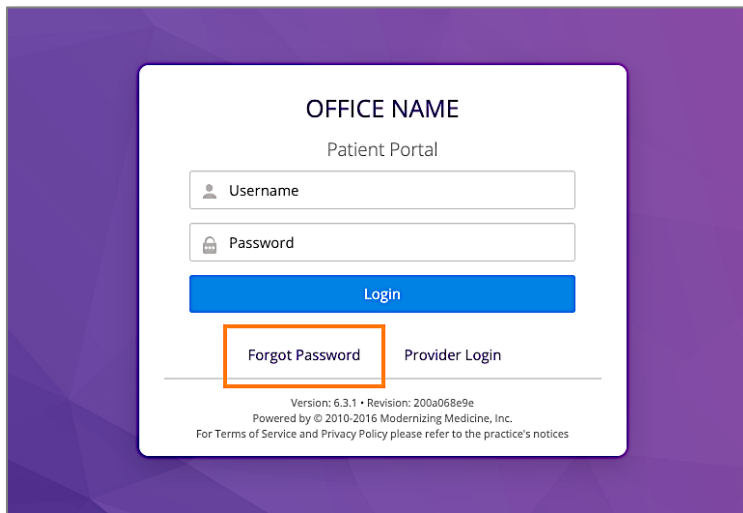


Forgot Password

Follow these instructions if you forgot your password and need to create a new one.

Note: These instructions will only work successfully if your Patient Portal account is already created and the information entered is correct according to our records. If you have any trouble receiving your password reset link, please contact our office.

1. From the Patient Portal login screen, select **Forgot Password**.



2. Enter the requested information, then select **Request Email**.

Patient Portal Instructions

OFFICE NAME

Reset Password

Username

Date of Birth | mm/dd/yyyy

Last Name

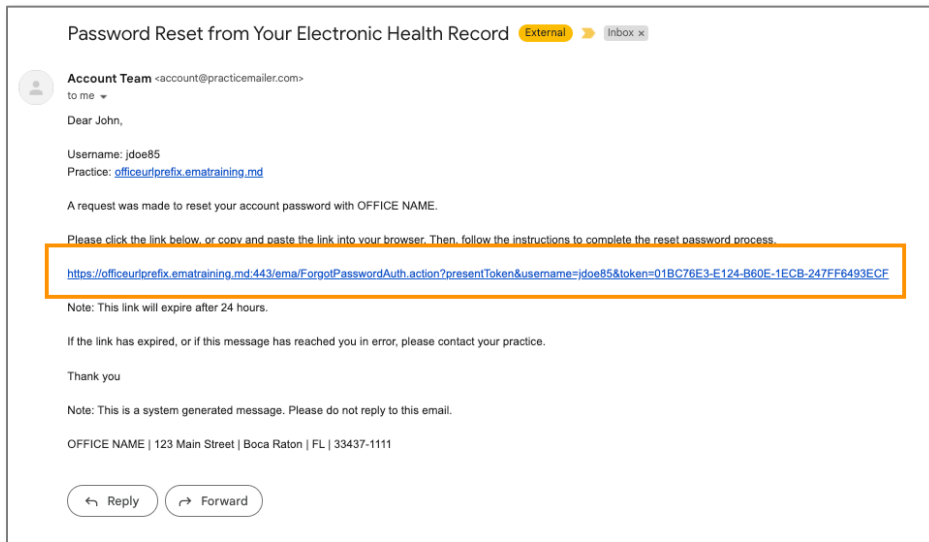
I'm not a robot

Request Email

Back to Login

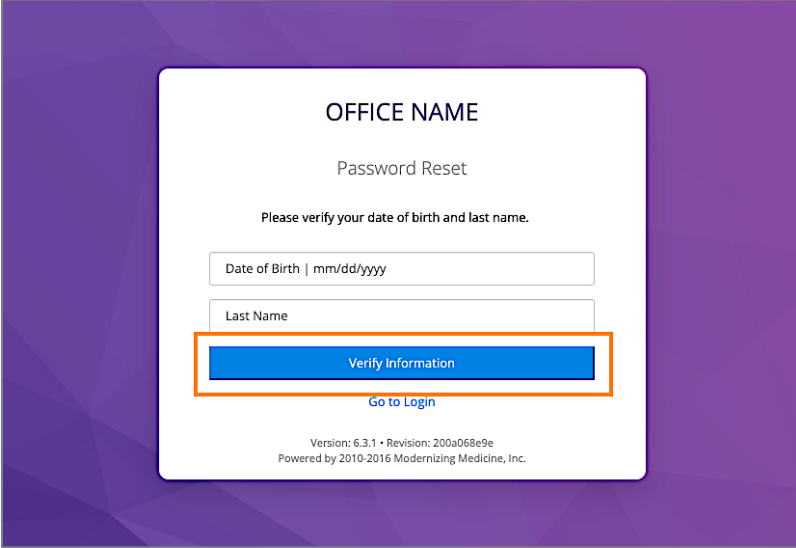
Version: 6.3.1 Revision: 200a068e9e
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3. Open your email and look for the message with the subject *Password Reset from Your Electronic Health Record*. The email will include your *Username* and *Practice* information, as well as a link to reset your Password. Select the link to continue.



4. You will be prompted to enter your *Date of Birth* and *Last Name* to verify your identity. Once entered, select **Verify Information**.

Patient Portal Instructions



The screenshot shows a white rectangular form centered on a purple background. At the top of the form, it says "OFFICE NAME" in bold. Below that is "Password Reset". A message reads "Please verify your date of birth and last name." There are two input fields: "Date of Birth | mm/dd/yyyy" and "Last Name". A blue button labeled "Verify Information" is highlighted with an orange border. Below the button is a link "Go to Login". At the bottom of the form, it says "Version: 6.3.1 • Revision: 200a069e9e" and "Powered by 2010-2016 Modernizing Medicine, Inc."

5. If the information is verified successfully you will be logged in to the portal.