## Login Help

You can reset your own password, but if you are having issues, we can help! You can select from two options for login help: user help or password help.

## Option 1) User name help



If you enter the email address that we have on file for your practice, you will receive an email titled "Forgot User Name Request" that will provide the clinic's user name.

If you enter an email that we do NOT have on file for your practice, you will see the message below. If you click email us, an email message box will open on your screen addressed to the notification email address you provided. You can then enter and send an email requesting assistance.



## Option 2) Password help



If you enter the user name we have on file for your clinic's portal account, you will receive an email titled "Reset Your Password" that will display the name of the person who requested password help and a hyperlink to create a new password.

If you enter a user name that we do NOT have on file for your clinic's portal account, you will see the message below. If you click **email us**, an email message box will open on your screen addressed to the notification email address we provided. You can then enter and send an email requesting assistance.

