**Online Portal Account Set Up**

1. Click Link <https://www.patientwebportal.com/Appointment/StartSchedulingSession?sitePackage=NzA4Nw==>
2. Select “New Patient”
3. Select “No”
4. Enter all required fields (Fist and Last name, Date of Birth, Gender, Zip Code, Email, Mobile Phone Number) \*This email must match what we have in our clinic records.
5. Click “Save and Continue”
6. The Portal will ask you to log in and enter a “Verification Token” which should be received via text. The text will also have a link which can be clicked to verify the account. Either clicking the link or entering the token will verify the account. You should only need to verify your account when you log in for the first time.
7. Once verified, you will be able to access your account information, schedule appointments online, view past appointments, confirm or cancel upcoming appointments, view medical records, and communicate to the clinic through the online portal.

\*If you receive an error message, please contact our office at (907) 646-2211 and we will do our best to troubleshoot and fix the error.