Guide to Web-Enabling Patients
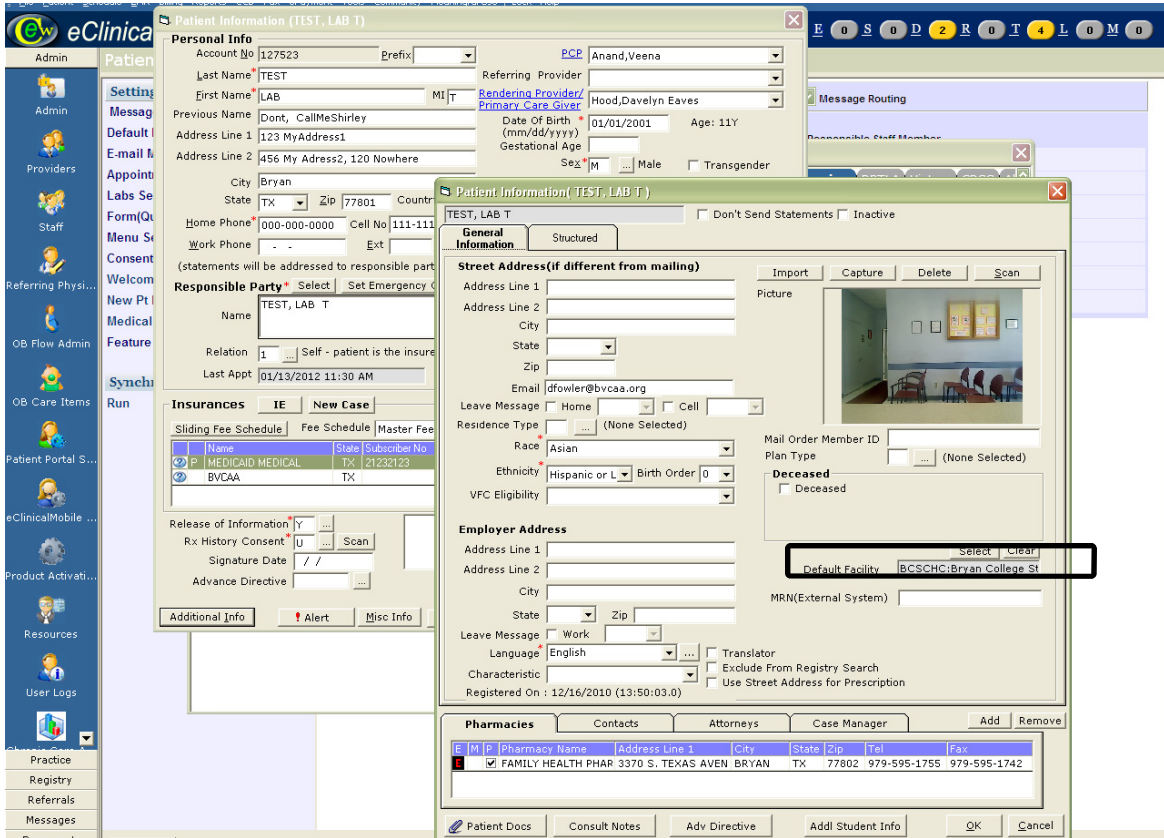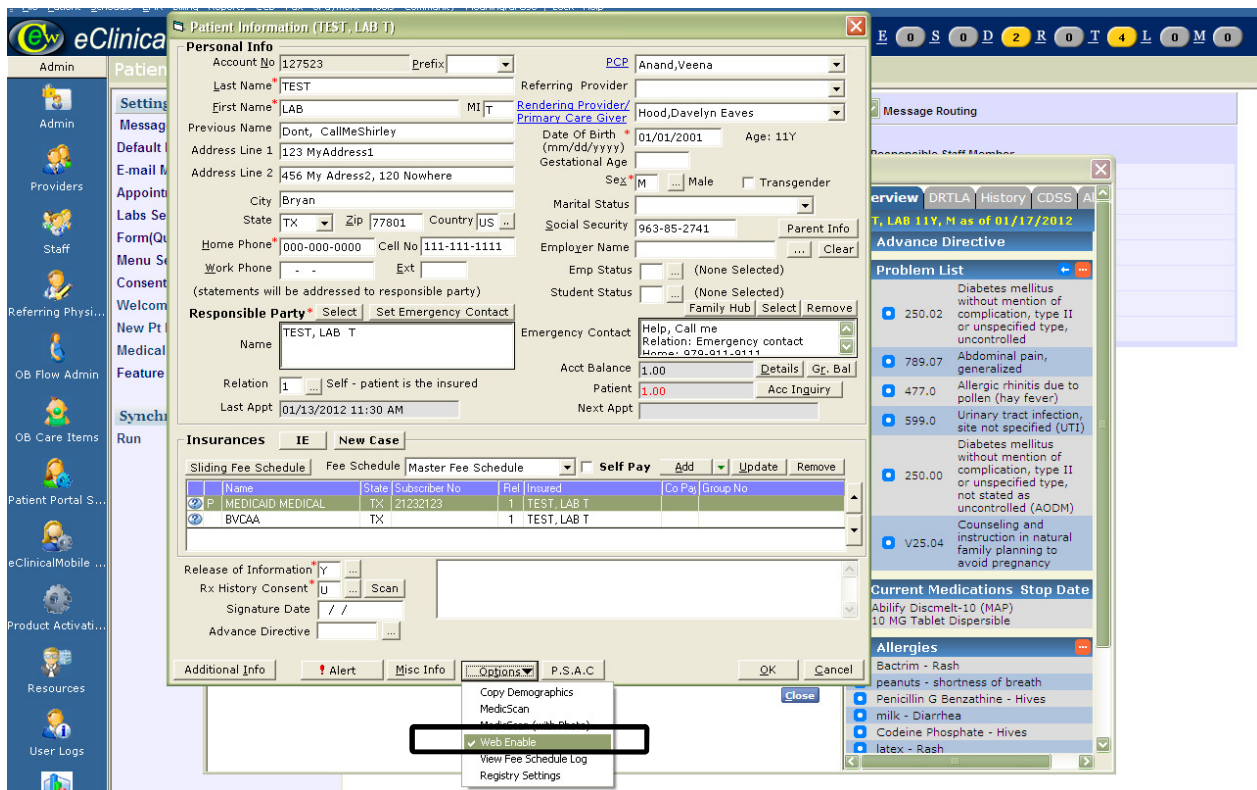
Web-Enabling Patients:
1. **Make sure their "default facility" is populated and correct at Info > Additional Info**
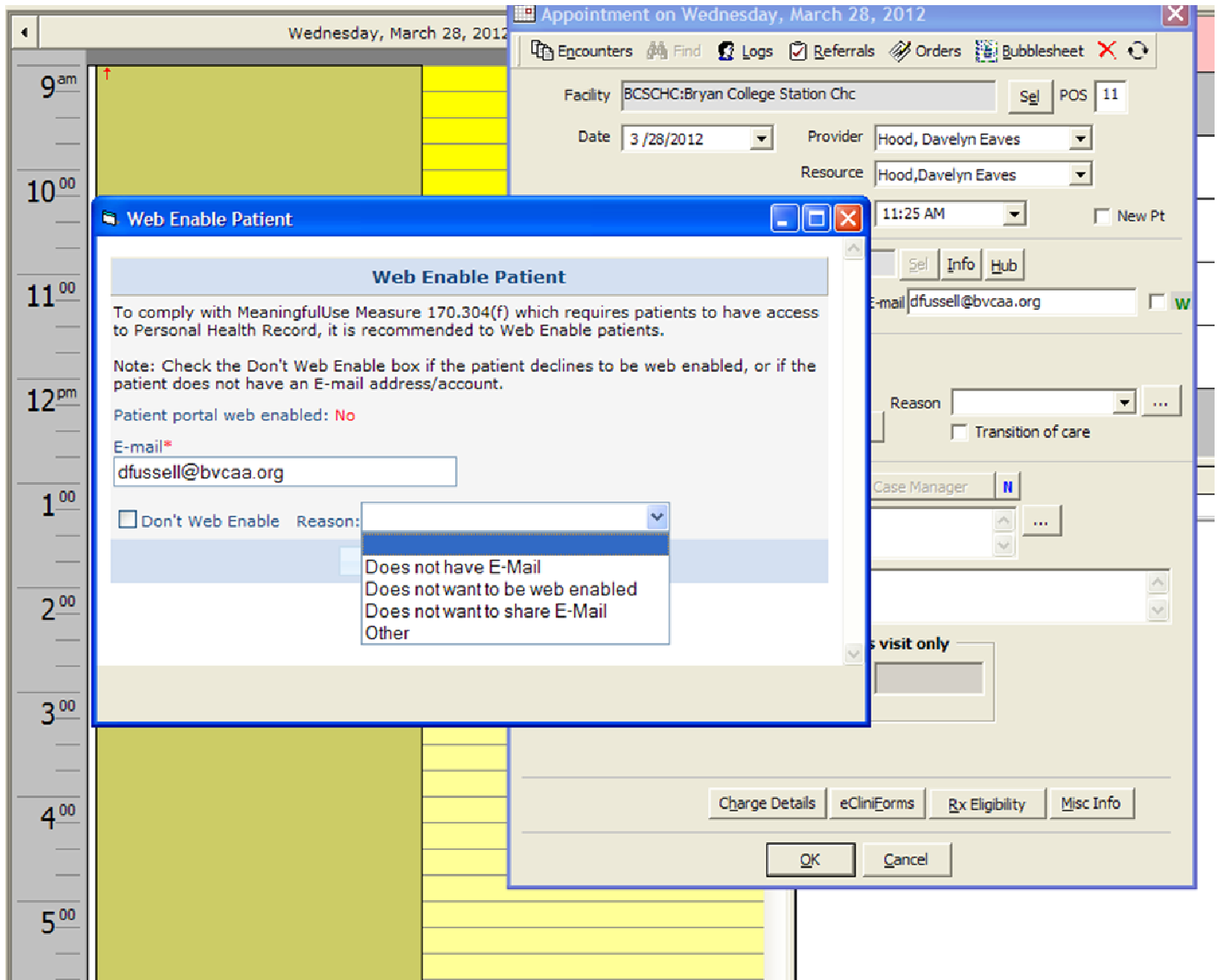

2. **Web-enable by clicking: Info > Options > Web-enable (see screenshot)**
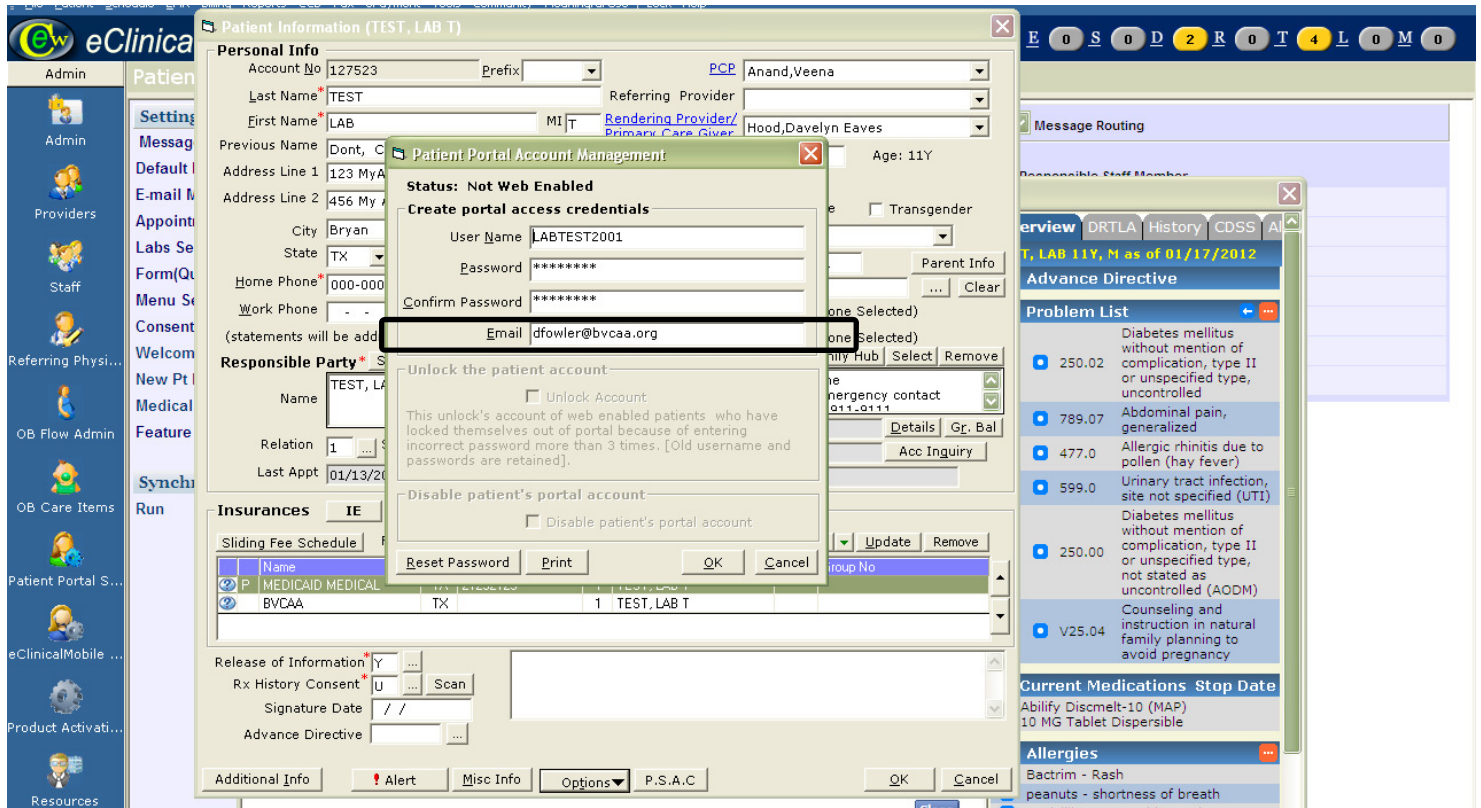
If you see this pop-up, please pay attention to it so that you don't accidentally web-enable a patient without them knowing.
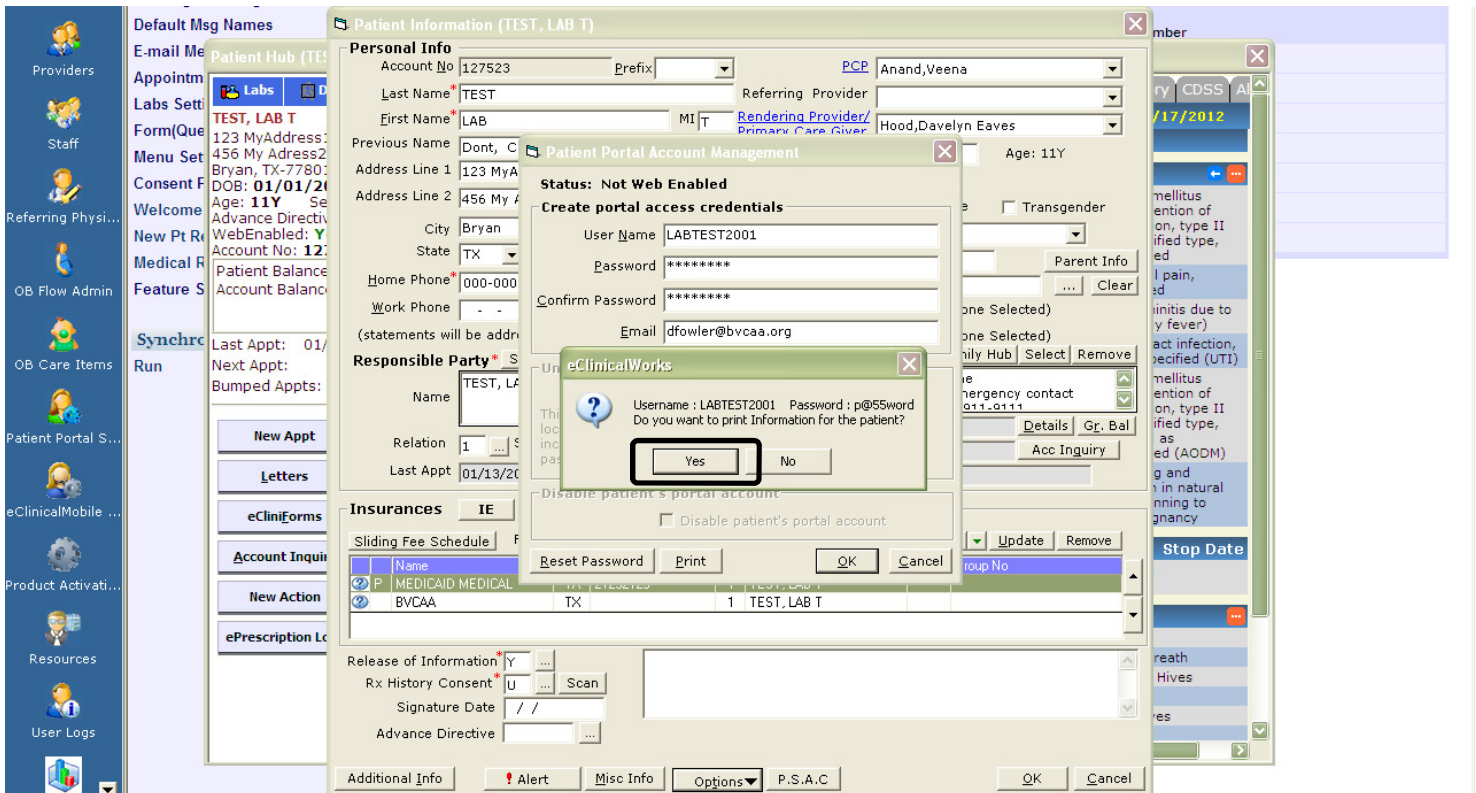
- If you see a pop-up box like the one below, be sure to check the "Don't Web Enable" box unless you actually want to web-enable the patient

3. Be sure the email address is correct! Their username & password will be sent there.

4. Print & give patient a copy of their username & password.

5. Tell the patient:
- **Their portal will be set up within 5 minutes**
- **They will be asked for identifying information such as birth date or telephone number before logging in for the first time.**

Patient Portal user validation

Welcome LAB,
As an added security measure, please answer any **one** of the questions below to authenticate yourself.
By submitting this information you are confirming that you are the intended recipient of the access credentials and have not obtained the information in error.

Date Of Birth

Phone number
Any telephone number(home, cell or work) available in practice records
Ext.

Submit

- **They will need to re-set their password (see guidelines)**

Congratulations, you have authenticated yourself.
Please select your new password.

Refer Password Guidelines to create secure passwords.

User Name LABTEST2001

New Password

Confirm New Password

Security Question

Answer

Submit   Cancel

Guidelines for creating secure passwords (these guidelines are also available on the patient portal)

The first step in protecting your online privacy is creating a **strong password**. To help you choose a secure password, we have added password strength meter that lets you know visually how safe your password is as soon as you create it.

Tips for creating a secure password:
- Do not use words that can be found in the dictionary.
- Mix capital and lowercase letters.
- Include symbols like @ , _ , # , * and/or numbers.
- Don't use a password that contains personal information (name, birth date, etc.)
- Don't use keyboard patterns (qwerty) or sequential numbers (1234).
- Don't make your password all numbers, uppercase letters or lowercase letters.
  Don't use repeating characters (aaaazzzz).

Tips for keeping your password secure:
- Never tell your password to anyone.
- Never write your password down.
- Never send your password by email.
- Periodically change your password.