



## REGISTER FOR PORTAL ACCOUNT

***\*Important: you must have an email address on file, with us, to be able to register for the portal\****

- a. Navigate to portal website. There are 3 ways to get there:
  - Type web address ([patientportal.advancedmd.com/114863/account/logon](http://patientportal.advancedmd.com/114863/account/logon)) in the address bar of internet browser.
  - Use direct link on the homepage of our website ([www.footdoctorscolorado.com](http://www.footdoctorscolorado.com)).
  - Use the “View Forms” link in the “Patient Forms Notification” email.

*\*Patients receive this email when we assign forms through our electronic health records system.*

**If you are experiencing technical difficulties try switching internet browsers- we recommend Chrome.**

- b. From sign in/register page (page is titled **Sign in to your account**): click blue register button on bottom right of screen. This will automatically re-direct to a new page.
- c. Fill out required information on **Register a New Account** page (making sure information matches what we have on file for you):
  - i. First name
  - ii. Last name
  - iii. Email
  - iv. Check to agree to terms & conditions
  - v. Click blue register button. This will NOT automatically re-direct to a new page. It generates an email.
- d. Check your email for **Patient Portal Account Notification**.
  - i. Click green create your account button. This will automatically re-direct to a new page.
- e. Fill out required information on **Complete Account Registration** page.
  - i. Password
    - Requirements: at least 8 characters, use upper and lower case, use number and symbol, less than 4 repeated characters.
  - ii. Confirm password
  - iii. DOB (must match what we have on file).
  - iv. Check to agree to terms & conditions.
  - v. Click green register button. This will automatically re-direct to homepage of portal account (page is titled **Access Your Account Information**).

**QUESTIONS? Please call 303-805-5156 for assistance.**