

# My HealthLife Portal – Registering An Account

My HealthLife Portal is a secure online portal where you can view some of your medical information and participate in video visits with your provider at Colonial Behavioral Health. To set up an account, please contact a Support Staff before or after your appointment to sign up, then follow the instructions below.

## Registering an Account

After you receive a registration invitation email, complete the following steps to create your account:

1. From the email, click the link to **Create an Account**. The **Verify Your Identity With Us** form is displayed.
2. Enter your **Date of Birth** if it is not automatically entered for you.
3. Answer the **Challenge Question**. The challenge question and answer depend on when you initially asked a support staff member for an invitation.
4. Select the **Check Box** to agree to the Terms of Use and Privacy Policy.
5. Click Next, **Create Your Account**. An account creation page is displayed.

**Verify Your Identity With Us**

By verifying patient information, you are helping us keep medical record information secure.

**Complete Your Information**

Date of Birth

Month	Day	Year
Select ▼	<input type="text"/>	<input type="text"/>

Enter the year as 4 digits.

Last 4 digits of the patient's SSN

I agree to the [Terms of Use](#) and [Privacy Policy](#).

## Create an Account

1. Enter **\*required information**, if it is not auto populated for you.
2. Create your **Username** and **Password**.
3. Choose a **Security Question** to help you recover your account if you ever need to reset your password and then enter a **Security Answer**.
4. Select the **check box** to agree to the Terms of Use and Privacy Policy.
5. Click **Create Account**. You now have successfully created your account. Remember your username and password, as you will need to use them each time you log in to the patient portal.

**Create an Account**

\*Indicates a required field

**First Name\***

  
**Last Name\***

**Email Address\***

  
**Re-enter email address\***

Date of birth\*

**Month** **Day** **Year**

Enter the year in 4 digits.

**Gender\***

**Username\***

  
**Password\***

**Re-enter password\***

  
**Security Question\***

**Security Answer\***

I agree to the [Cerner Health Terms of Use](#) and [Privacy Policy](#). \*

- If you requested an e-mail invitation but did not receive one: check the spam or junk mail folders in your email account. If you still cannot find the invitation, visit our website, [www.colonialbh.org](http://www.colonialbh.org), locations page for a listing of agency locations and phone numbers. Please call to verify your email address and have the invitation resent to you if needed.
- For your security, your invitation expires after **90 days**. Please call to have the email invitation re-sent to you.
- If you don't remember the answer to your security question and answer, you will need to ask Support Staff to select a different one.