My HealtheLife Portal Self-Enrollment Guide
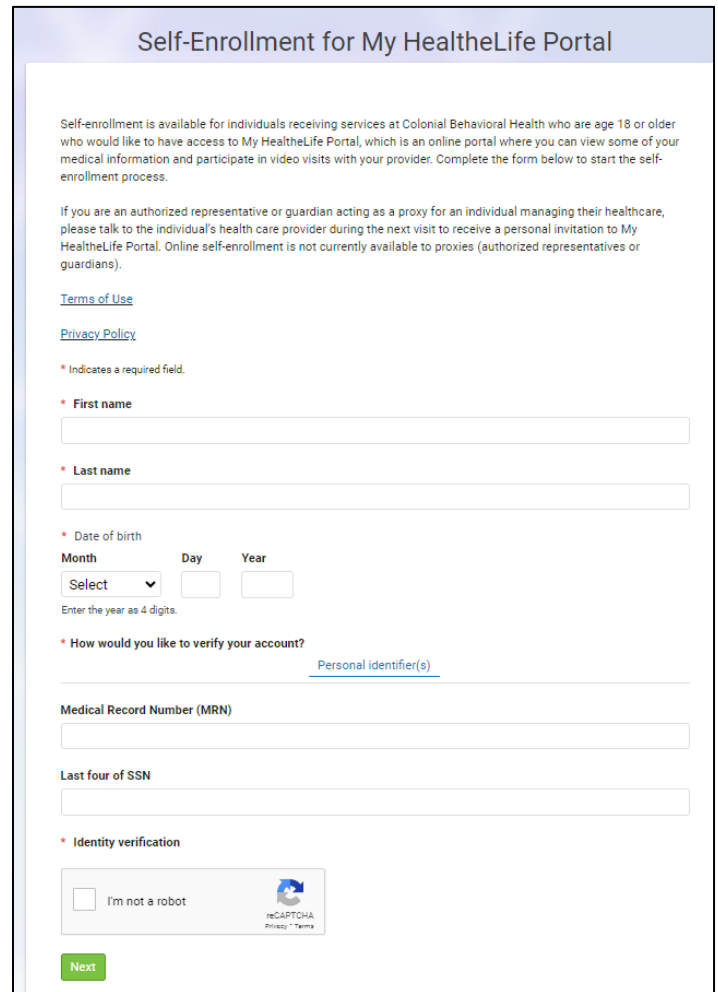
Self-Enrolling an Account

> **Note:**
> - If you manage the health of someone else, talk to that person's health care provider or registration staff member at their next visit to receive a personal invitation to the patient portal.
> - **Self-enrollment is not available for caregivers or guardians.**
> - The required age for self-enrollment varies by organization.

Complete the following steps to self-enroll for a patient portal account:

1. Access the link for your organization's self-enrollment website, as indicated by your provider. The Self-Enrollment page is displayed.

2. Enter your first name, last name, and date of birth in the appropriate boxes.

3. Depending on your organization, you may also have additional elements for personal identification (MRN, CMRN, SSN), email address, or text message (phone number).

4. Select the check box in the Identity Verification section and follow the *Google Re-CAPTCHA* process.

5. Click **Next**. The system searches to validate your identity.

- If a match is not found, a message like the following one is displayed: You don't qualify for self-enrollment. To request an invitation, talk with your health care organization during your next visit for an invitation. If this message is displayed, you must talk to your health care organization to request an invitation and use the registration process.

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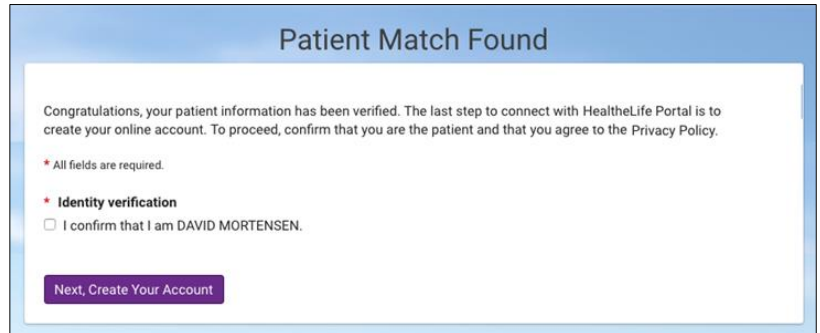
Template Date: 8/01/2013

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- If a match is found, a verification code is sent to you in an email or text message, depending on the identifier you entered in the previous step. Additionally, a page is displayed that allows you to enter the verification code.

6. Enter the verification code sent to you. When entered correctly, the Patient Match Found page is displayed.

7. On the Patient Match Found page, in the Identity Verification section, select the check box to confirm that you are the patient identified.

8. Click **Next, Create Your Account**.

9. Create your username and password.

10. 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.

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