

## Heritage Health Center's Patient Portal

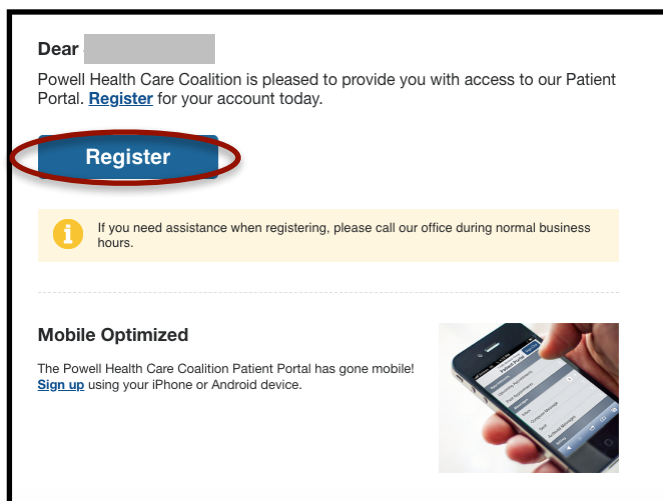
### Instructions for Registration and Portal Navigation

*\*Please note that though we are "Heritage Health Center," the Portal uses "Powell Health Care Coalition." These two entities are the same thing.*

## Register a Portal Account:

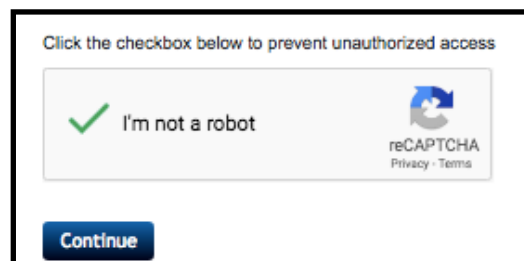
### A. Register through an invite from Heritage Health Center:

1. Provide email to Heritage Health Center in-person or call (307) 764-4107.
2. Request the Front Desk to send a Portal invite be emailed to you.
3. When you receive the invite, click "Register" to complete the registration process.



4. Enter the required information in the next window:
  - First name
  - Last name
  - Date of Birth
  - Gender
  - a working Email
  - Phone number and type of number

5. Make sure you complete the Captcha Window certifying you are not a computer before you click "Continue."



6. You will be asked to Verify your Identity to make sure no one else is using your information to create an account.

Choose to be texted or called and click the “Send Code” button to receive a temporary passcode.

The screenshot shows the 'Account Registration' page with a 'Verify Your Identity' section highlighted by a red rounded rectangle. This section contains the text: 'To protect your personal health information, we will send a temporary passcode to your phone. How would you like us to send the temporary passcode?' followed by two radio button options: 'Call (xxx) xxx-4567' and 'Text (xxx) xxx-4567'. A 'Send Code' button is located at the bottom right of this section. To the right, the 'Enter Temporary Passcode' section is visible, with a text input field and a 'Continue' button.

7. Enter the Temporary Passcode into the window to activate your account.

The screenshot shows the 'Account Registration' page with the 'Enter Temporary Passcode' section highlighted by a red rounded rectangle. The text reads: 'We will text you a temporary passcode in the next 90 seconds. Please enter those six numbers below.' The text input field contains the number '159609'. Below the input field are 'Back' and 'Continue' buttons. The 'Verify Your Identity' section is visible on the left, showing radio button options for 'Call (xxx) xxx-5555', 'Call (xxx) xxx-0986', and 'Text (xxx) xxx-0986'. A 'Show SMS Terms and Conditions' link is also present.

8. You will be asked to create your password and enter it twice.

Check the box for “I have read and accepted the Terms and Conditions and Privacy Policy.”

Click “Continue.”

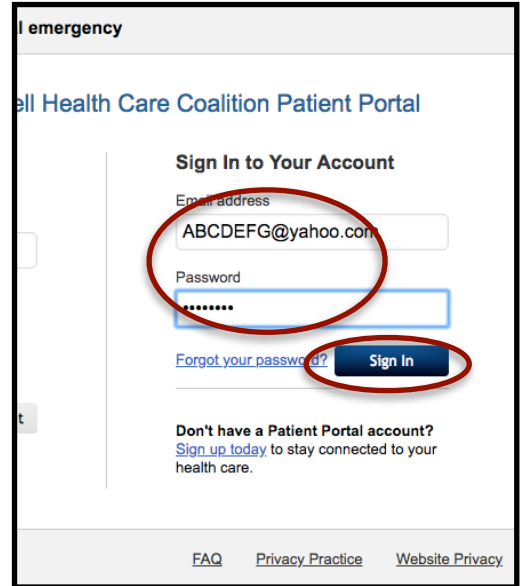
The screenshot shows the 'Account Registration' page with the password creation section highlighted by a red rounded rectangle. It includes two password input fields labeled 'Password \*' and 'Confirm password \*', both containing masked characters. To the right, a list of password requirements is shown with green checkmarks: 'Between 8 and 20 characters', 'At least one uppercase letter', 'At least one lowercase letter', and 'At least one number or symbol'. Below the input fields are checkboxes for 'Remember this computer to save time resetting your password.' and 'I have read and accepted the Terms and Conditions and Privacy Policy.' (which is checked). A 'Continue' button is at the bottom. The footer includes the 'athenahealth' logo and links for 'FAQ', 'Privacy Practice', and 'Website Privacy'.

9. Now you are ready to Log-in to your Portal Account!

## How to Access Portal Account

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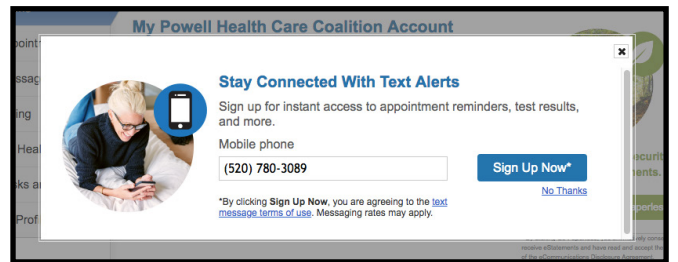
1. Go to <https://11747.portal.athenahealth.com/>, and sign-in to your account by entering your email and password.



2. Click “Sign In” when done.

3. On the next window, you may receive a “Pop-up” Notice to that looks like this:

You can sign-up to receive text notices from Athena regarding certain patient information by entering the phone where you would like to texts to be sent.

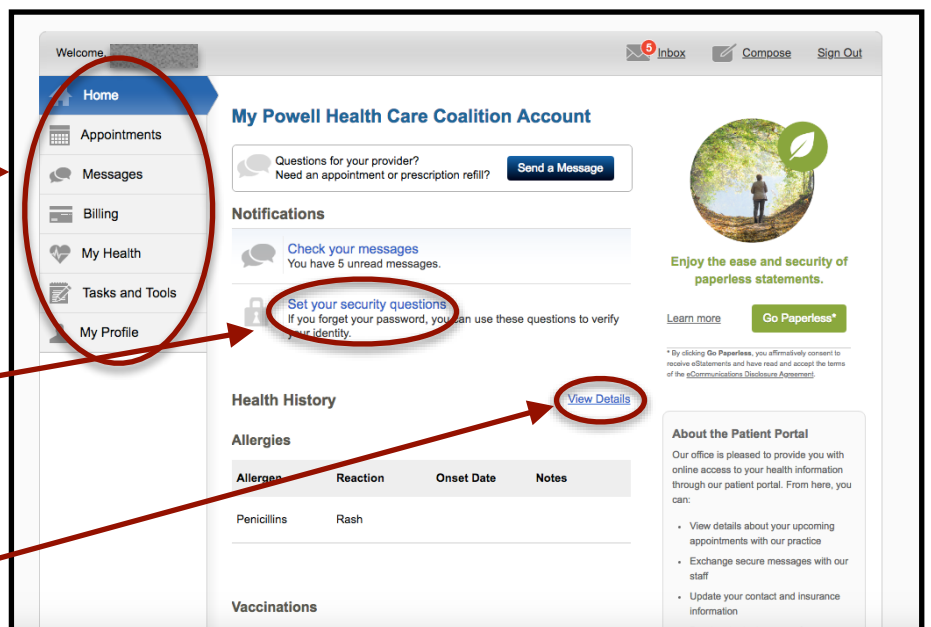


4. After the Pop-Up Window, your Home Page of your Portal will look like this.

You can choose from the menu options listed on the left side: Appointments, Messages, Billing, My Health Tasks and Tools, or update My Profile Page.

You can also set-up your security questions as an extra security measure for your account access.

Or you can “View Details” on your Health History.



Allergies	Reaction	Onset Date	Notes
Penicillins	Rash		