

Enrolling in Patient Portal

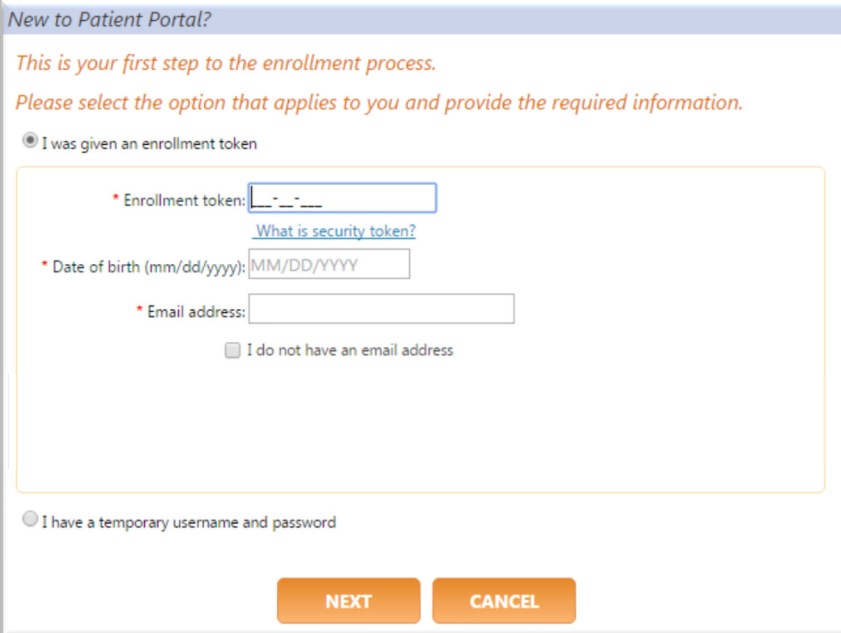
Thank you for using Patient Portal. Below are enrollment steps to help make your registration effortless.

Step 1: Check your email inbox for a welcome message and an Enrollment Token email from Minnesota Gastroenterology. **Note:** If you do not see these emails in your inbox, please check the spam or junk folders.

Step 2: Open the Enrollment Token email. This email will contain a **secure 8 digit number** that is used to start the enrollment process. The Enrollment Token is valid for enrollment in the Patient Portal for 30 days.

Step 3: Use website link in welcome message to visit www.nextmd.com and click “*I am new here*”. Accept the terms and conditions.

Step 4: Select “*I was given an enrollment token*” and fill in the following information: Enrollment Token, Patient’s date of birth and email address that was given to Minnesota Gastroenterology.



The screenshot shows a web form titled "New to Patient Portal?". The form contains the following elements:

- Header: "New to Patient Portal?"
- Instructions: "This is your first step to the enrollment process." and "Please select the option that applies to you and provide the required information."
- Radio button: "I was given an enrollment token" (selected)
- Form fields:
 - Enrollment token: [____-____-____] (with a link "What is security token?")
 - Date of birth (mm/dd/yyyy): [MM/DD/YYYY]
 - Email address: [_____]
 - Checkbox: "I do not have an email address" (unchecked)
- Radio button: "I have a temporary username and password" (unchecked)
- Buttons: "NEXT" and "CANCEL"

Step 5: Create a user name and password. **Note:** Your **User Name and Password are case sensitive**. Your user name and password *must* be at least 6 characters up to a maximum of 20 characters long. Your password must also contain a number. **HINT:** Avoid using your email address for the user name if possible.

Step 6: Select your Login Security Questions from the list provided and enter your answer. You will use this security question/answer whenever you are logging into Patient Portal.

Step 7: Enjoy! You are now enrolled in Patient Portal! Login to access your Patient Portal. Visit your mail inbox for more information.

**For further assistance, please visit www.mngastro.com/patientportal or contact us at (612)871-1145.