

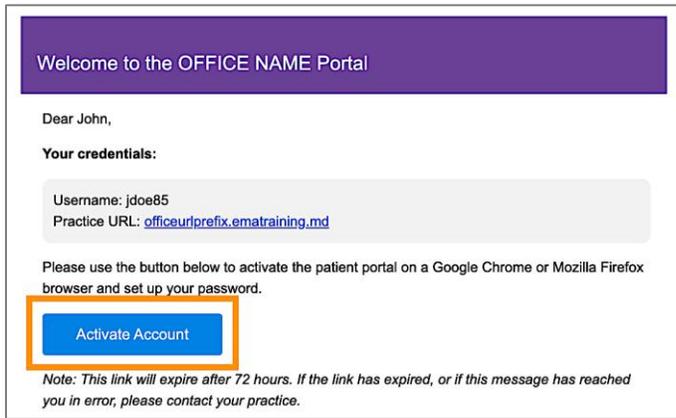
The Dermatology and Skin Cancer Institute - Patient Portal Instructions

Access the Patient Portal

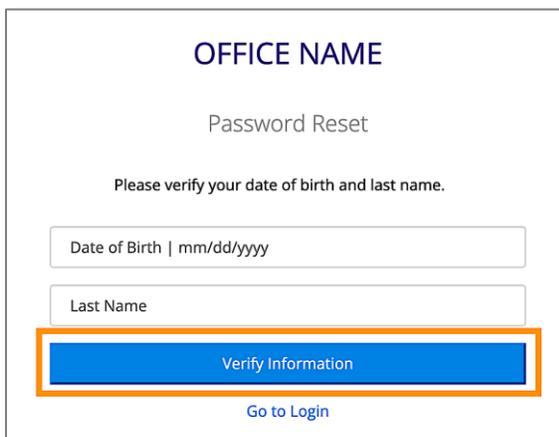
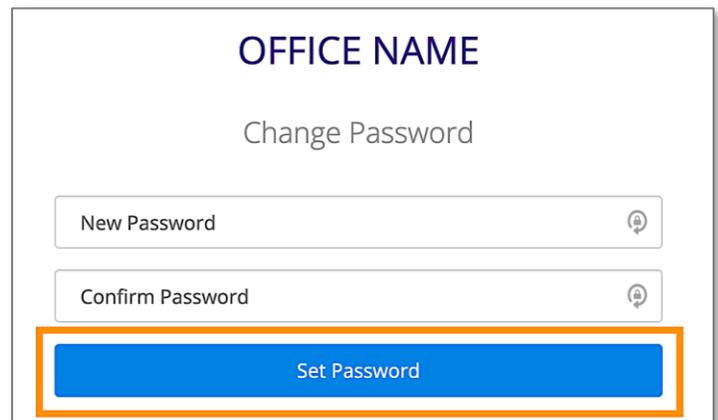
Activate Your Patient Portal Account

An account must be created before you can use or access your data on the Patient Portal. Providing us with your email address will allow us to send you an email from the office that includes a link to activate your Patient Portal account.

1. Open the email from us with the subject:
 - “Welcome to Your Dermatology and Skin Cancer Institute Patient Portal”.
2. Select, Activate Account.



3. You will be directed to the portal website, where you will be prompted to verify your identity by entering your *Date of Birth* and *Last Name*. Once entered, select Verify Information.
4. You will be prompted to change your password. Once entered, select Set Password.

A screenshot of a "Password Reset" page. The header says "OFFICE NAME" and "Password Reset". Below, it says "Please verify your date of birth and last name." There are two input fields: "Date of Birth | mm/dd/yyyy" and "Last Name". A blue button labeled "Verify Information" is highlighted with an orange border. At the bottom, there is a link that says "Go to Login".A screenshot of a "Change Password" page. The header says "OFFICE NAME" and "Change Password". There are two input fields: "New Password" and "Confirm Password", each with a password icon on the right. A blue button labeled "Set Password" is highlighted with an orange border.

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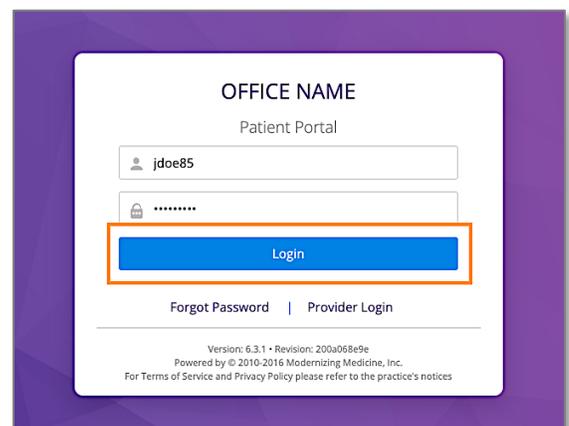
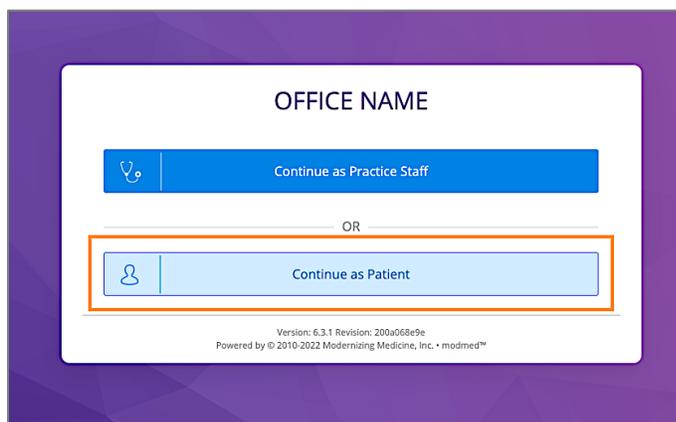
Log in to the Patient Portal

Once your account has been activated, you will be able to log in to the Patient Portal as needed. Follow the steps below to log in.

1. Open your internet browser on a computer or laptop and enter the following website URL into the address bar: **Saxena.ema.md**



2. Select **Continue as Patient**.
3. Enter your **Patient Portal Username and Password**, then select **Login**.

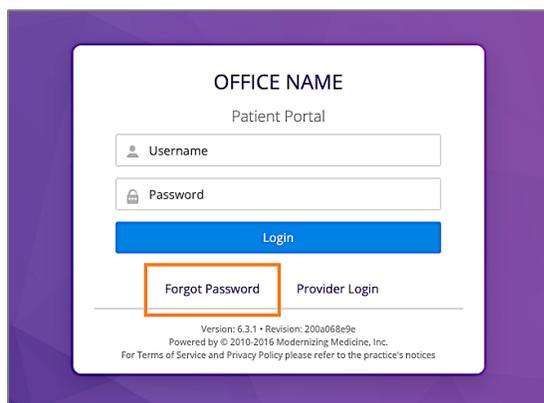


Forgot Password

Follow these instructions if you forgot your password and need to create a new one.

Note: These instructions will only work successfully if your Patient Portal account is already created and the information entered is correct according to our records. If you have any trouble receiving your password reset link, please contact our office.

1. From the Patient Portal login screen, select **Forgot Password**.



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2. Enter the requested information, then select Request Email.

OFFICE NAME

Reset Password

Username

Date of Birth | mm/dd/yyyy

Last Name

I'm not a robot

Request Email

Back to Login

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3. Open your email and look for the message with the subject *Password Reset from Your Electronic Health Record*. The email will include your *Username* and *Practice* information, as well as a link to reset your Password. Select the link to continue.

Password Reset from Your Electronic Health Record External Inbox x

Account Team <account@practicemailer.com>
to me

Dear John,

Username: jdoe85
Practice: officeurprefix.ematrainig.md

A request was made to reset your account password with OFFICE NAME.

Please click the link below, or copy and paste the link into your browser. Then, follow the instructions to complete the reset password process.

<https://officeurprefix.ematrainig.md:443/ema/ForgetPasswordAuth.action?presentToken&username=jdoe85&token=01BC76E3-E124-B60E-1ECB-247FF6493ECF>

Note: This link will expire after 24 hours.

If the link has expired, or if this message has reached you in error, please contact your practice.

Thank you

Note: This is a system generated message. Please do not reply to this email.

OFFICE NAME | 123 Main Street | Boca Raton | FL | 33437-1111

Reply Forward

4. You will be prompted to enter your *Date of Birth* and *Last Name* to verify your identity. Once entered, select Verify Information.

OFFICE NAME

Password Reset

Please verify your date of birth and last name.

Date of Birth | mm/dd/yyyy

Last Name

Verify Information

Go to Login

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5. If the information is verified successfully, you will be logged in to the portal.