

# Patient Web Portal Sign Up Directions

The patient portal is offered to our patients as a convenient way to access their medical records and schedule appointments. Below are instructions on how to log into your account. We ask that all patients try to log in as soon as possible to ensure your account is working correctly.

Please feel free to contact us at **207-761-3889** if you have any questions along the way.

## **LOGGING IN:**

1. Go to our website **ankleandfootmaine.com**
2. Click on the Patient Web Portal at the bottom on the page
3. **Login ID:** Enter your email address (if given to us) or use firstname.lastname ex: Jane.Doe (capital on the first letter of both names with a period in between)

**Password:** Your one time password will be **ankleandfoot** (all lowercase, no spaces)

\*You will be prompted to change your password to a more secure password, that only you will have access to, once you log in\*

You are now logged into your Patient Portal!

On the top, you will see your **Navigation Center** (within it are all the links necessary to get around your portal)

We ask that you click on your **Message Center** and respond to our greeting message to ensure that your portal is working correctly.

Some things you can do with your patient portal are:

- ❖ View upcoming appointments
- ❖ Review patient ledger/pay bill
- ❖ Access to Dr's notes
- ❖ Request and appointment with your provider
- ❖ Communicate with your doctor

***Thank You for Signing Up!***