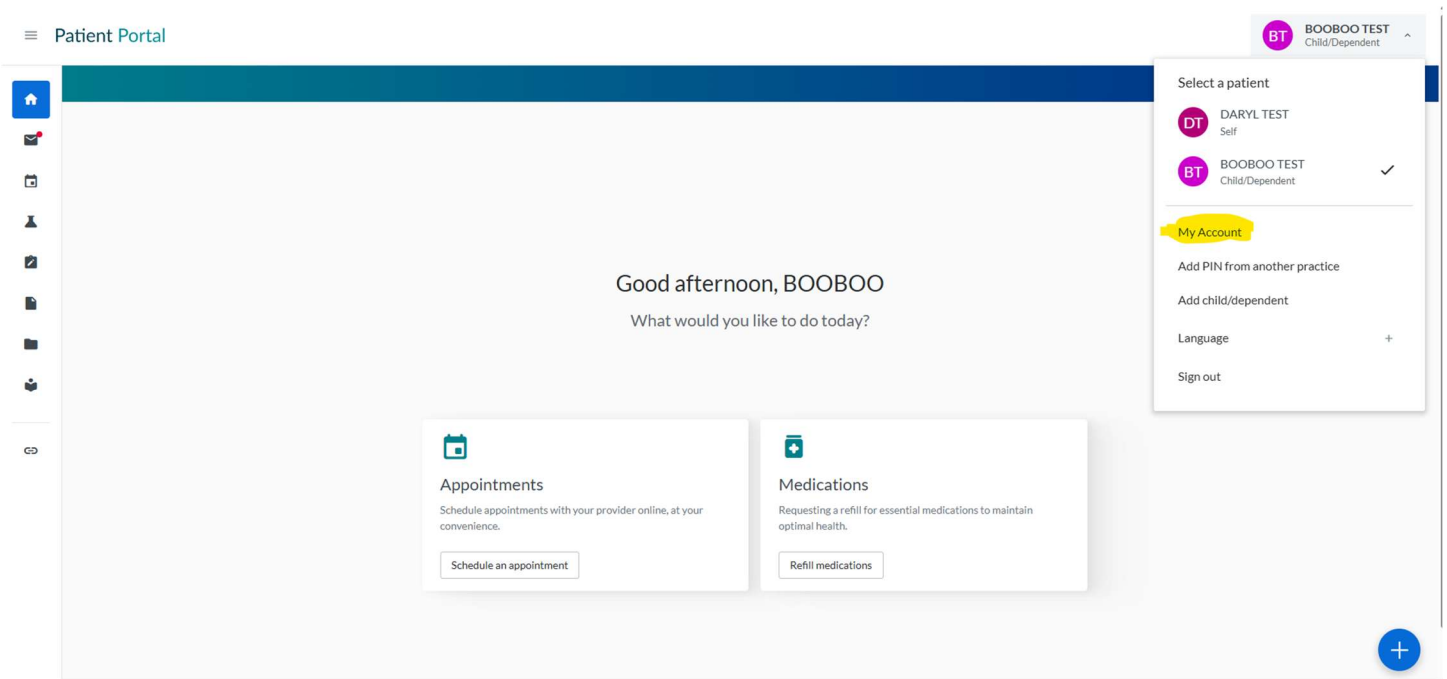
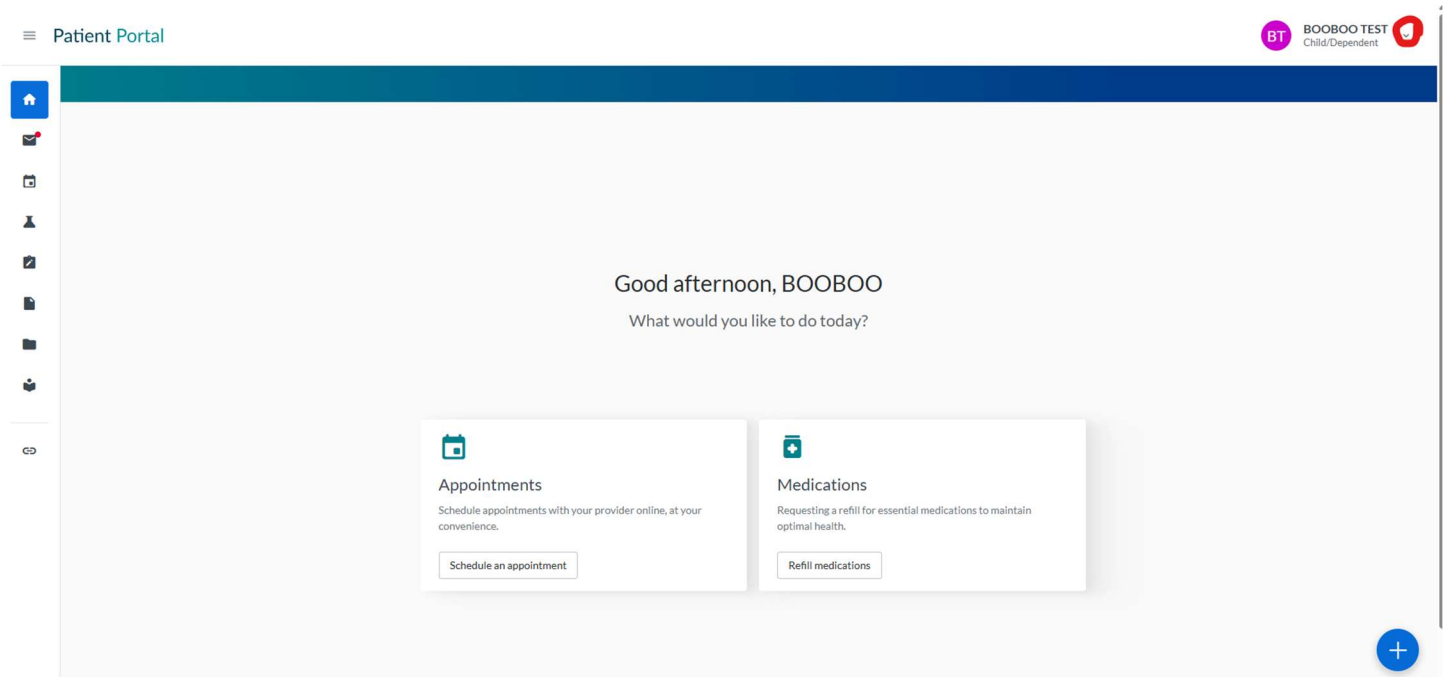
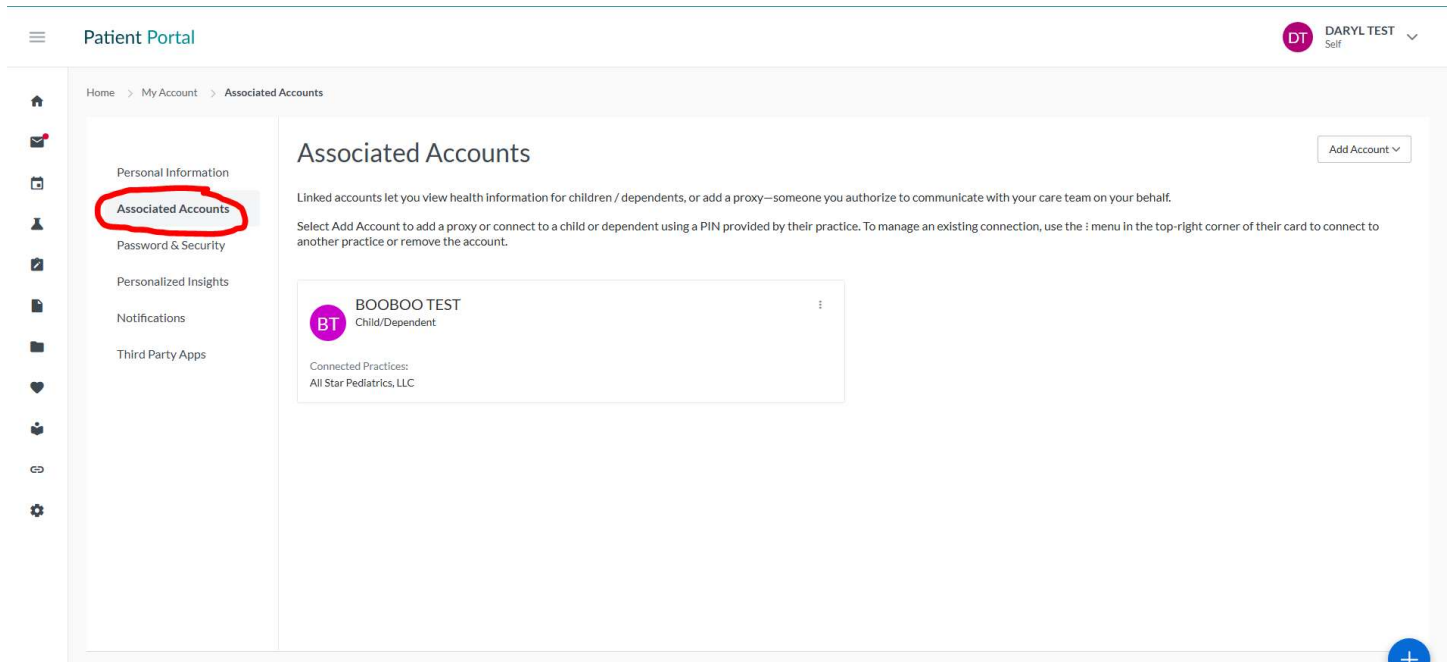


Adding a Proxy Account – Web Instructions

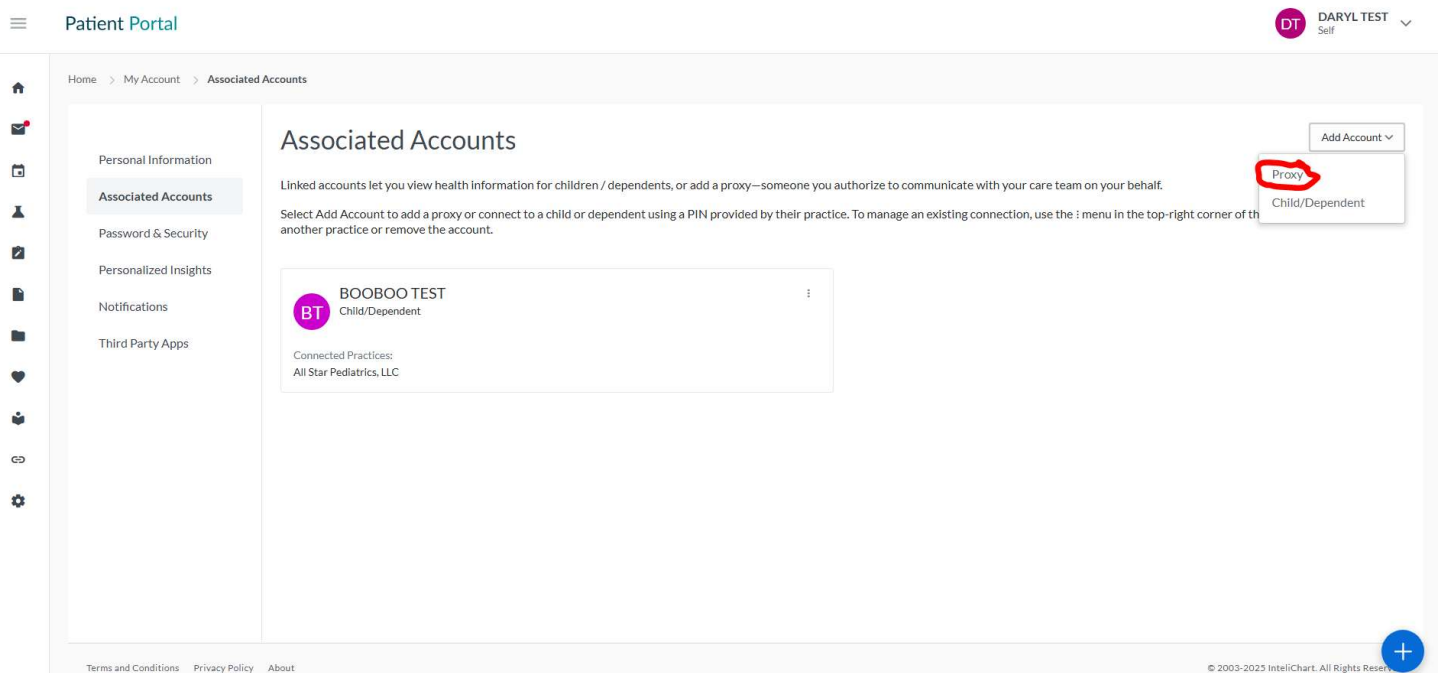
1. The patient will log into their portal and choose “My Account” using the dropdown menu next to their name on the top right of the screen



2. Select “Associated Accounts”



3. Use the “Add Account” drop down menu to select “Proxy”



4. Fill in the Proxy Authorization Form. You will have a choice to limit the amount of time for the person receiving proxy access if you so choose. The system will send an email to the email you provided in the form. The recipient can then follow the directions provided to gain access to the account.

Personal Information

Associated Accounts

Password & Security

Personalized Insights

Notifications

Third Party Apps

← Proxy Authorization Form

Proxy authorization allows you to grant permission to an individual who is 18 years of age or older to securely communicate on your behalf. In order for a proxy to obtain access, you must complete the Proxy Authorization Form.

You can terminate proxy access via written or online request, or you can revoke access within your online account. To only allow access for a specific time range, you may enter an effective date in the field provided below.

Proxy Information

First Name

Last Name

Sex

☐ Male☐ Female

Date of Birth

Month

Day

Year

Mobile Phone

This number will be used for account security. Message and data rates may apply.

