



## My HealtheLife Portal Self-Enrollment Guide

### Self-Enrolling an Account

**Note:**

- If you manage the health of someone else, talk to that person's health care provider or registration staff member at their next visit to receive a personal invitation to the patient portal.
- **Self-enrollment is not available for caregivers or guardians.**
- The required age for self-enrollment varies by organization.

Complete the following steps to self-enroll for a patient portal account:

1. Access the [link](#) for your organization's self-enrollment website, as indicated by your provider. The Self-Enrollment page is displayed.
2. Enter your first name, last name, and date of birth in the appropriate boxes.
3. Depending on your organization, you may also have additional elements for personal identification (MRN, CMRN, SSN), email address, or text message (phone number).
4. Select the check box in the Identity Verification section and follow the *Google Re-CAPTCHA* process.
5. Click **Next**. The system searches to validate your identity.

The screenshot shows the 'Self-Enrollment for My HealtheLife Portal' form. It includes an introductory paragraph about self-enrollment availability for individuals 18 or older. Below this, there are links for 'Terms of Use' and 'Privacy Policy'. A note indicates that asterisks (\*) denote required fields. The form contains several input fields: 'First name', 'Last name', and 'Date of birth' (with sub-fields for Month, Day, and Year). There are also fields for 'Medical Record Number (MRN)', 'Last four of SSN', and 'Personal identifier(s)'. An 'Identity verification' section includes a checkbox for 'I'm not a robot' and a reCAPTCHA widget. A green 'Next' button is located at the bottom of the form.

- If a match is not found, a message like the following one is displayed: You don't qualify for self-enrollment. To request an invitation, talk with your health care organization during your next visit for an invitation. If this message is displayed, you must talk to your health care organization to request an invitation and use the registration process.
- If a match is found, a verification code is sent to you in an email or text message, depending on the identifier you entered in the previous step. Additionally, a page is displayed that allows you to enter the verification code.

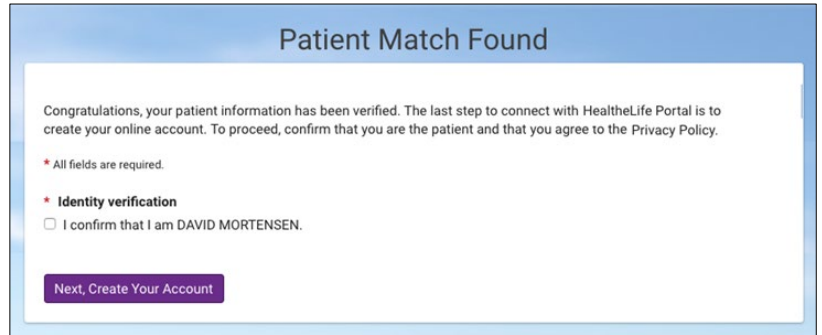


## My HealtheLife Portal Self-Enrollment Guide

6. Enter the verification code sent to you.

When entered correctly, the Patient Match Found page is displayed.

7. On the Patient Match Found page, in the Identity Verification section, select the check box to confirm that you are the patient identified.



8. Click **Next, Create Your Account**.

9. Create your username and password.

10. Click **Create Account**. You now have successfully created your account. Remember your username and password, as you will need to use them each time you log in to the patient portal.