Enrolling in NextGen Patient Portal

You must first contact your practice to enroll in NextGen Patient Portal and provide them with your name, address, phone number, and email address. In turn, the practice will send you an email that contains a link to their NextGen Patient Portal Web site.

At the office, the practice provides you with an eight-digit token number to access your NextGen Patient Portal account, which is valid for 30 days. If you have not enrolled in NextGen Patient Portal within this period, contact your practice to obtain a new token number.

Note: If you already have a NextGen Patient Portal account and are enrolling in another practice, log in to your existing NextGen Patient Portal account and click the **Manage Practices** link under the **My Account** tab.

Note: If you already have a NextGen Patient Portal account and trying to enroll with the reset password provided by the practice, you shall be redirected to the *Password Reset* page of the NextGen Patient Portal site.

To enroll in NextGen Patient Portal:

1. Open the "Welcome to NextGen Patient Portal!" email sent from the practice or go to and click the **Click here to go to NextGen Patient Portal** link. Your Internet browser opens and displays the terms and conditions for using the NextGen Patient Portal Web site (or go to www.nextmd.com – click on **Enroll Now**).
2. Read the terms and conditions and click **I Accept** to begin the enrollment process.
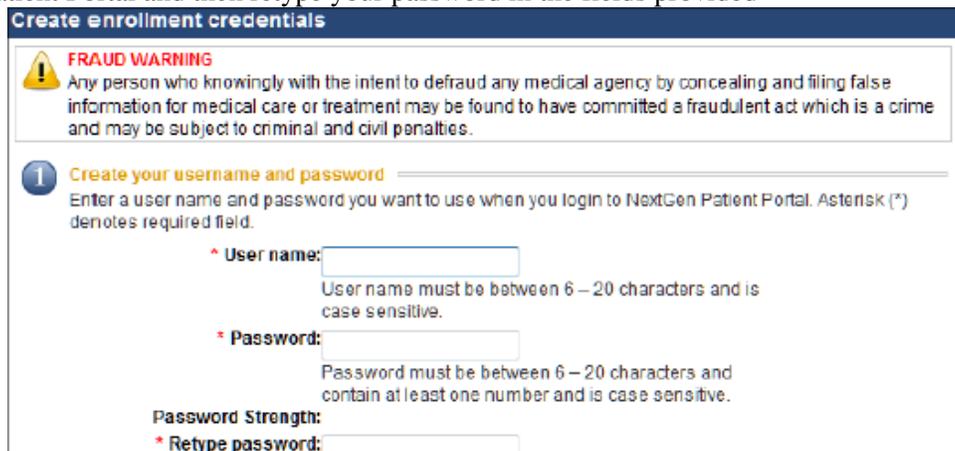
   Note: Clicking **I Do Not Accept** directs you to the *My Health Login* page.

The *Submit your Enrollment Validation* form displays.

3. Enter your security token number (without dashes) and your email address in the fields provided and then click **Submit**.

The *Create enrollment credential form* displays.

4. In the **Create your username and password** section, type the user name and password you will use to log in to NextGen Patient Portal and then retype your password in the fields provided

All fields are required. User names and passwords are case sensitive and must between 6 and 20 characters. Passwords must contain at least one number.

As you type your password, a password strength indicator displays. Use mixed-case letters, numbers, and punctuation characters to increase the password strength.

5. In the **Create your login security information authorization** section, select a security **question** and then enter and retype your **answer** in the fields provided. The question and answer is part of your login procedure to access the NextGen Patient Portal.

6. In the **Create your password reset option** section, enter a question and answer that you will use to reset your password and then and then retype your answer in the fields provided.

7. Click **Submit** to complete the enrollment process and start using your NextGen Patient Portal account.

Your *NextGen Patient Portal Account page* displays. It consists of two main elements: a navigation pane (on the left) and a contents pane (on the right).
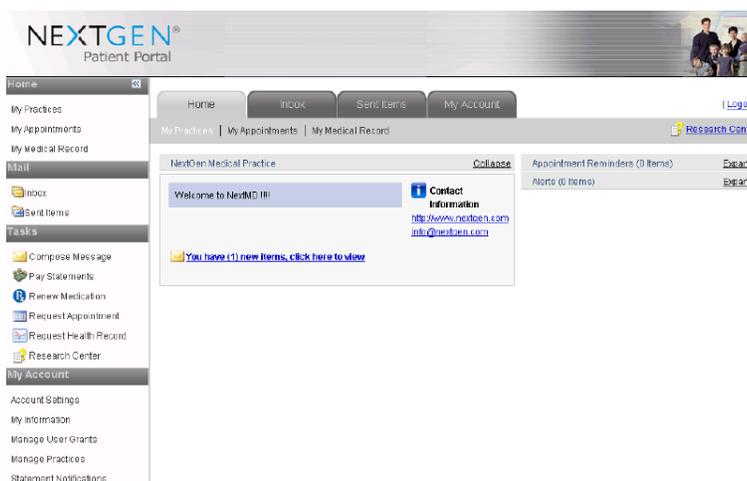
> **Tip**: For easier access next time, add the NextGen Patient Portal Web site to your Favorites list.