



## Proxy Registration Instructions

With the all-in-one personal health record and patient portal, accessing your child or dependent adult's medical information from any computer, tablet or smartphone is easier than ever!

**Just follow these steps to get connected today!**

1



**Check your email.** You will receive an email from [noreply@followmyhealth.com](mailto:noreply@followmyhealth.com). Click the registration link and follow the onscreen prompts.

2



**Log In to Your Portal Account.** If you have an existing portal account – log in using your standard method to add the new connection. Skip to **Register as a Proxy**.

-OR-

**Don't have a Portal Account? Click Sign Up and Connect.** Enter YOUR name, email address and DOB (not your loved one's) and click "I Accept."

3

**Sign Up and Connect**

Create Username (using your email is recommended)  


- Must begin with a letter or a number
- If using your email, must be a validly formatted email address

Create Password  
  


- Must be at least 8 characters
- Must contain at least one number
- Must contain at least one special character. For example: !@#\$%^&\*()\_+
- Passwords must match

◀ Back      Confirm and Continue

**Create a username** for your portal account. By default, your email address that your invitation was sent to will appear in the username box. It is recommended to use this email address as your username.

Next, **create a password** following the criteria noted on the right of the screen.

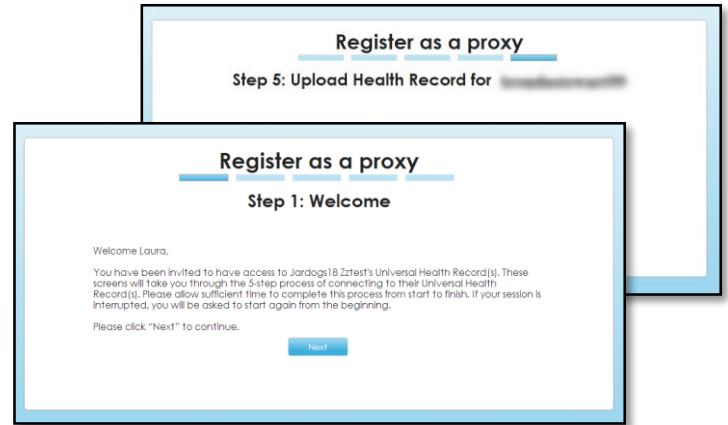
Reenter your password to continue.



# Register as a Proxy

**Get Connected.** Follow the on-screen prompts on the next few screens to complete your connection. These screens include accepting our **Terms of Service**, entering your **Invite Code** and accepting the **Release of Information**.

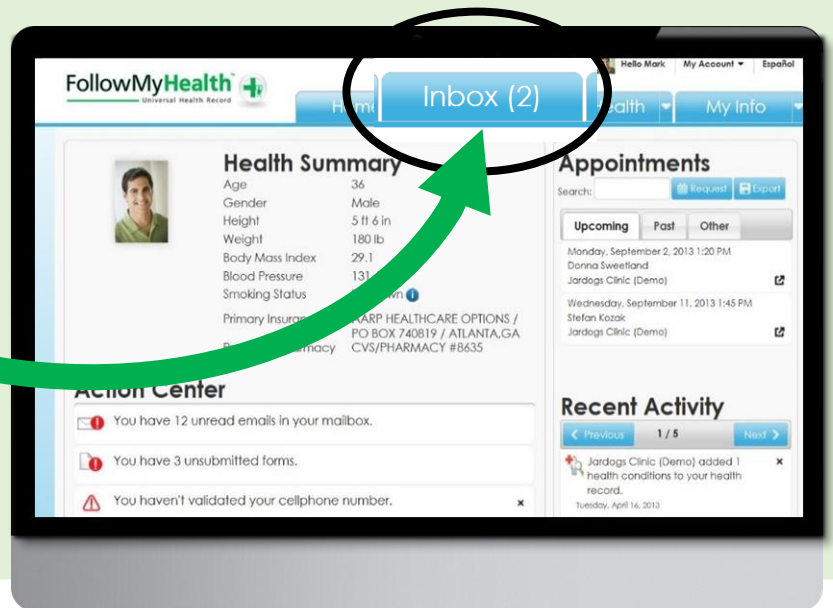
Your loved one's health record will then begin to upload. Once populated, you'll be logged in to your account. To view your loved one's information, simply click on **Hello (Your Name)** in the top right corner of your portal, and a drop down to your loved one's record will appear.



# Have Questions for Your Loved One's Physician?

Avoid phone tag—communicate with your child or dependent adult's doctor by using the secure messaging feature within the portal. It's quick and easy—just like email!

While acting as the proxy account manager for your loved one under their information, click on the **Inbox** tab and **Compose** to start a message to the physician you'd like to contact.



## Telephone Support:

(507) 389-8694

Monday—Friday, 8:00 a.m—4:30 p.m.

## Email Support:

myhealthinfo@mankato-clinic.com