How to Use the Patient Portal:

1. First, ask one of our staff members to Web Enable you by simply giving them your e-mail address!
2. From our homepage, www.skinwiseclinic.com, click on the blue, emboldened link "Patient Portal."
3. Under the "Please Enter your Logon Credentials" heading, enter your username and password. Your username is your first and last name, no spaces, capitalization or punctuation. Your password is a default password of 12345.
    a. If you'd like to change your password, click on "Reset Password" (located right below the "Sign In" button) and enter the required information.
4. If you receive a "Login Failed" notice, please ask one of our staff members for help.
5. After successfully logging on, you will notice a panel on the left side of the window with a variety of headings such as "Messages," "Account Information," "Intake Forms," etc.
6. Under the "Account Information" heading, click on "Personal Information." If your address, phone number, e-mail address, etc. are all entered in already, please make sure that all of the information is correct. If this information is not already entered in, please do so now.
7. When you have completed all of the required fields, click the emboldened "To update click here" button. A window will pop up saying "Personal Information changes saved successfully." Click "OK".
8. Next, under the "Intake Forms" heading, right below the "Account Information" heading, click on "Medical History." Fill out the bubble survey and click the "Submit" button.
9. You should now see a message that says: "The 'Medical History' questionnaire has been submitted successfully. Each questionnaire can be submitted only once per session. Thank you."
10. Now, under the same "Intake Forms" heading, click on "Family History." Complete the questionnaire and click the "Submit" button.
11. You should now see a message that says: "The 'Family History' questionnaire has been submitted successfully. Each questionnaire can be submitted only once per session. Thank you."
12. Next, under the same "Intake Forms" heading, click on "Social History." Complete the questionnaire and click the "Submit" button.
13. You should now see a message that says: "The 'Social History' questionnaire has been submitted successfully. Each questionnaire can be submitted only once per session. Thank you."
14. Finally, under the same "Intake Forms" heading, click on "Surgical and Allergies." Complete the questionnaire and click the "Submit" button. A window will pop up saying "Surgical and Allergies information have been successfully submitted." Click "OK".
15. Now, you should find yourself back at the Portal home. On the blue toolbar, located at the top-right of the webpage, click on the "Sign out" link.
16. This should return you to the Patient Portal main page.
17. You are now done!!! Simply sit back and relax with a magazine while our staff imports all of your information to our server!
18. THANK YOU!!! ☺