

# Proxy Registration Instructions

Welcome to the all-in-one personal health record and patient portal that lets you access your medical information in a secure online environment **24 hours a day, 7 days a week** from any computer, laptop, tablet, or smartphone!

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

1

**Check your Email.** You will receive an email from [noreply@followmyhealth.com](mailto:noreply@followmyhealth.com). Click on the "become a proxy" link and follow the onscreen prompts.

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## Option 1:

**Log In to Your Portal Account**, by clicking on "Already a FollowMyHealth user?" Sign in and add the connection.  
**\*Important: If you do not have a FollowMyHealth Portal Account, you will follow Option 2 Instructions on the next page\***

FollowMyHealth <noreply@followmyhealth.com>

to me

Re: [Become a proxy for Minnie Mouse](#).

You are invited to have proxy account access for Minnie Mouse on the Hutchinson Clinic  powered by the FollowMyHealth™ technology.

- From the registration screen, you will be asked to select a login method for your online health record. We have made this as easy as possible for our patients – you may use an ID you already have for Google, Yahoo, Facebook or Windows Live ID as your FMH/UHR org-branded name login method as well! If you do not already have one of these accounts, you will see instructions for creating an alternate login method.
- Once you have finalized your login method, you will be prompted to accept an agreement to use your email/username with FollowMyHealth for the purpose of authenticating your online health record account.
- Finally, you will be asked to enter your Invitation Code, which is a four digit code that will be sent to you in a separate email. Then, "agree" to the Release of Information agreement.

If you need help, please contact our support desk at [followmyhealth@hutchclinic.com](mailto:followmyhealth@hutchclinic.com).

Once you have completed this registration process, you will be able to access the patient's personal health record online, review medical history, update demographic information, and connect with physician offices for appointment requests, prescription refills and general messages. Exciting new features are being added all the time!

Regards,  
 The FollowMyHealth Patient Portal Team



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**If you have an existing username and password – login using your standard method, Facebook, Gmail, Yahoo, Windows Live, or FMH Secure Login by clicking the respective icon.**  
**(continue to "Get Connected" page)**



# If You Are Creating a FMH Secure Login Account, Follow These Easy Steps:

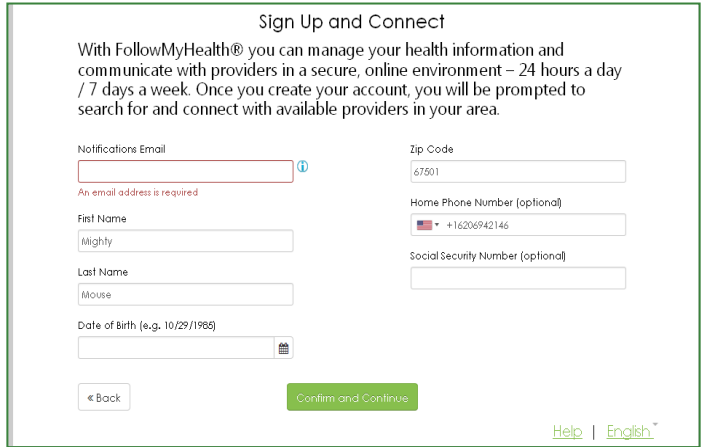
(If you do not need to create a FMH secure login continue to next page)

## Option 2:

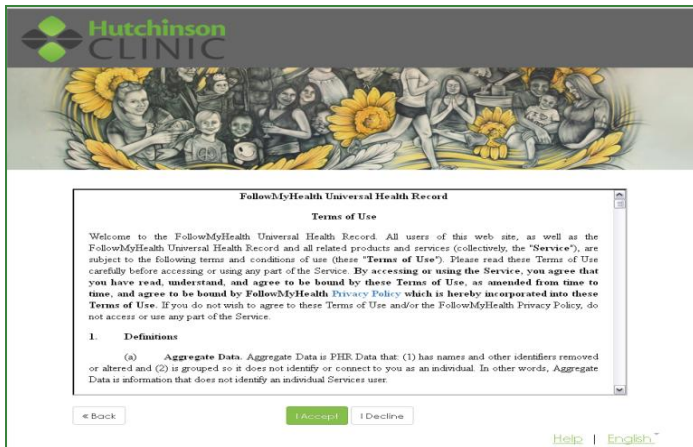
If you don't have a Portal account, start by clicking on "First time using FollowMyHealth?" Sign Up and Connect.



At the Sign Up and Connect screen, you will enter all Your contact information. (Your email will auto generate in the notification box, you may chose another email if you prefer.)

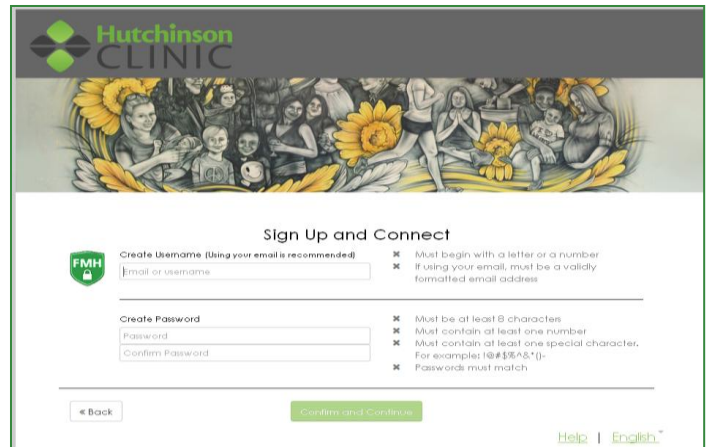


Click "I Accept" the FollowMyHealth Unversal Health Records "Terms of Use".



Create a Unique Username and Password only for your use Each patient will need a separate username and password. (Your email will auto generate in the Username box, you may choose not to use this by deleting and inputting something different)

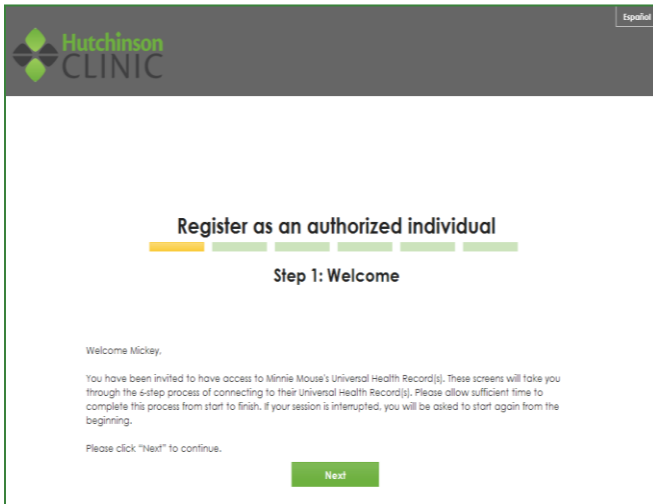
**\*At the end of this document there is a portion you may print off and document your Login information for your records.\***



**\*Once you have completed the process of creating your username and password you will receive an email with your username.\***

**Get Connected.** Follow the on-screen prompts to complete your connection. These screens include accepting our Terms of Service, entering your Invite Code (this will be sent to you separately in an email from a hutchclinic.com address), and accepting the Release of Information.

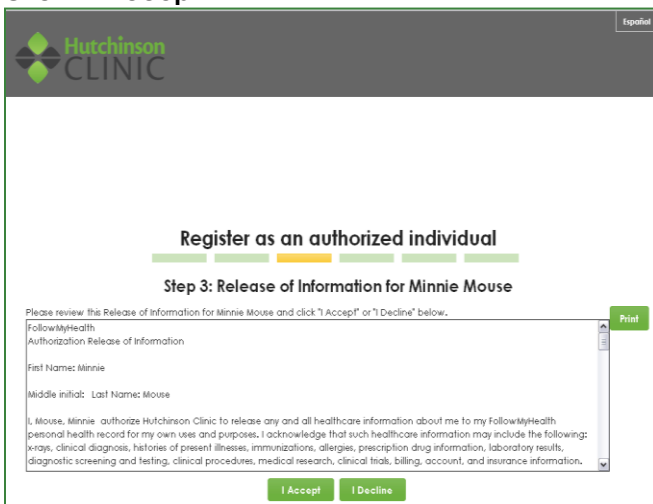
**Click “Next”**



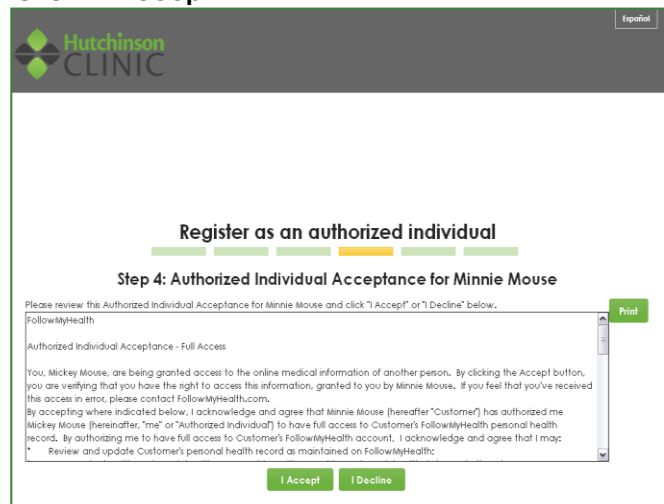
**Enter “Invite Code” and Click “Next”**



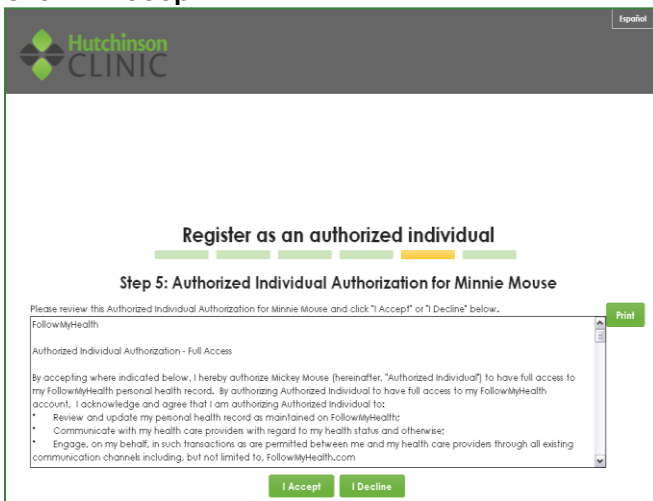
**Click “I Accept”**



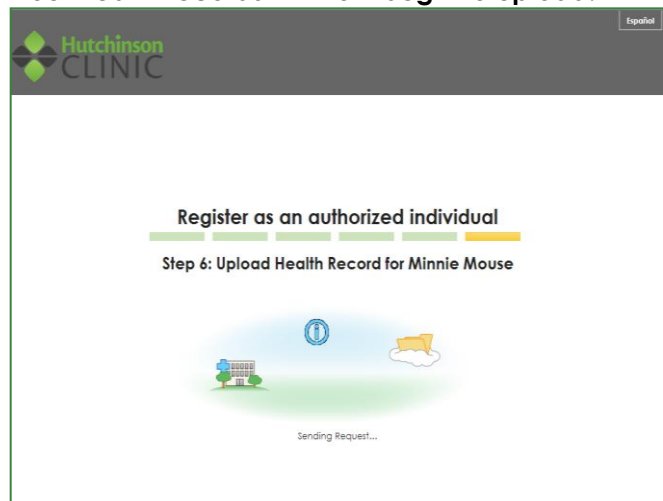
**Click “I Accept”**



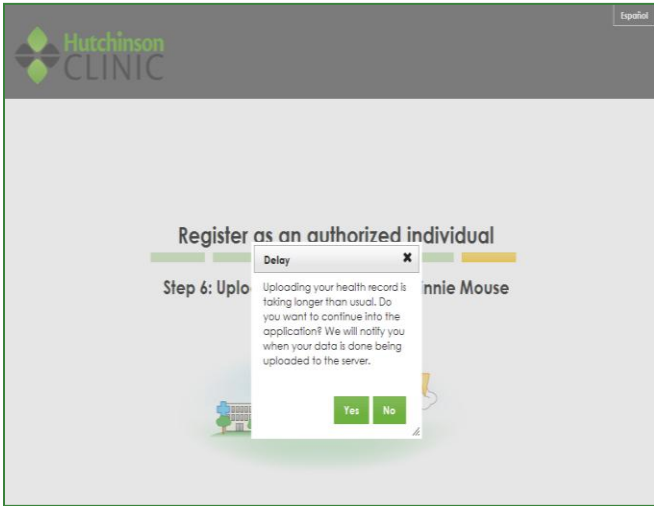
**Click “I Accept”**



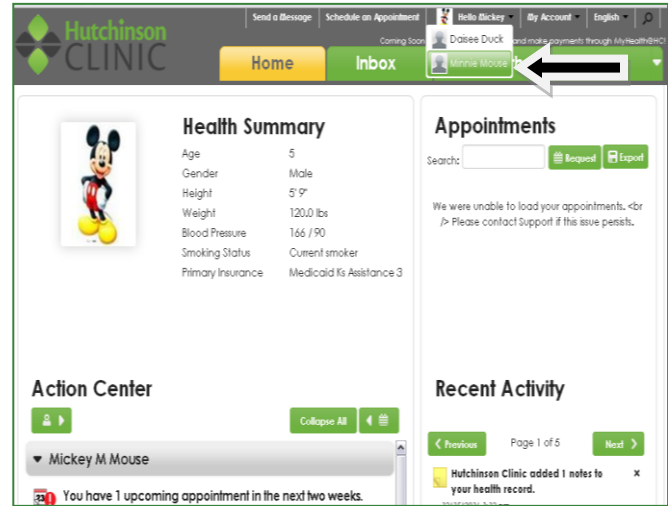
**Registration and Connection is Now Complete  
Your health records will now begin to upload.**



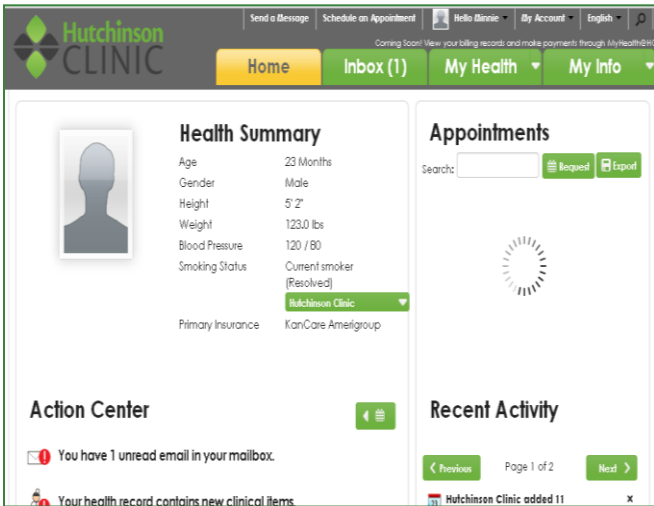
If you get a “Delay” message, Click on “Yes” and it will continue to download your records.



At the top of your portal page, you'll see a dropdown arrow next to “Hello, Name”. Click the name of the “Proxy” account you wish to access.



Congratulations! You can now access as their “Proxy” and view their health information and start managing their care online!



Please print out this page and document your  
Login information for your records:



**Username:**

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**Password:**

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Questions or Problems Please Contact:

[followmyhealth@hutchclinic.com](mailto:followmyhealth@hutchclinic.com)

**\*For your personal use only\***