

To assist a patient with the Patient Portal, you may need to know if the patient is new to your practice and has not yet registered. You may also need to know if the patient's provider allows appointment scheduling using the Patient Portal. You may need to provide the patient with the URL for your Patient Portal.

To create a new Patient Portal account

1. Go to [www.TheFootAndAnkleClinicOfWestMonroe.com](http://www.TheFootAndAnkleClinicOfWestMonroe.com) and click the patient portal tab at the top of the page.
2. Display the Patient Portal login page.
3. Click Sign up today.  
Note: If you clicked the link from the Patient Portal email invitation, you will skip this step. The Create Account page appears.
4. Enter your information (name, date of birth, gender, email address, and phone number, along with the words shown).
5. Click Continue.  
The Verify Your Identity page appears.  
Note: If you clicked the link from the Patient Portal email invitation, you will first see the Verify Your Identity page.
6. Verify your identity by doing one of the following:
7. Select Email. Verify or enter your email address and click Continue.
8. Select Call. Verify or enter your phone number and click Continue.
9. Select Text. Verify or enter your mobile phone number and click Continue.
10. Retrieve the temporary password from the phone call, email, or text message, and enter the password on the Verify Your Identity page.
11. Click Continue.  
The Set Password page appears.
12. **New password** — Enter a password that meets the requirements.
13. **Confirm new password** — Re-enter the password to confirm it.
14. Remember this computer to save time resetting your password — Check the box for the Patient Portal to remember the computer that you're using.  
Note: You should check this box only if you're using a private or personal computer. "Remembering the computer" makes recovering your password easier and quicker if you forget it. If you allow the Patient Portal to remember the computer, you will be prompted to answer only one security question, instead of three. (The Patient Portal considers detection of a remembered computer as one step in authentication.)
15. Check the I accept the Terms and Conditions and Privacy Policy box.
16. Click Continue.
17. The Patient Portal Welcome page appears.

**Once on the Patient Portal, you can browse the many features. One helpful feature is to answer health history questions before your visit! Just click on the links and follow the instructions!**