How to invite a patient to join the FollowMyHealth Patient Portal

**Step One:** Give the patient the Registration Form and have him/her fill out the following:

In the top section, have them check the first box.

Make sure the patient fills out all of this information. Make sure to VERIFY the email address.
Step Two: Log-In

Click on the FMH Dashboard icon on your desktop

https://etsuphysicians.followmyhealth.com/Login/App/Dashboard?authproviders=0#/Options
**Step Three**
Click “Registration.”
**Step Four**

1. Enter the Patient’s Information using the First Name, Last Name, Social Security Number, MRN (Medical Record Number), or Date of Birth.
2. Click “Search.”
Step Five

1. Locate the patient in the top right box. *Click the radio button.*
2. Click “Send.”
Step Six

1. When the “Send Invite” box comes up, click the calendar icon and choose the patient’s date of birth. *Hint: You should be able to see the date of birth if you drag the Send Invite box down a bit.*

2. Click “Invite.”

3. Fill in the email. The patient security code will automatically default into the field. Click Send.
Step Seven

1. Once the invitation is sent, make sure to remember to fill out the bottom of the Registration form with your initials and the date.

2. Scan the Registration form into Allscripts – into the sFMH Portal Consent folder.