CREATING A PATIENT PORTAL ACCOUNT

1. Complete the Care Manager Form that can be found under the ‘Patient Tools -> Forms’ tab and follow the instructions on the form. Email the form to portal@pediatricalliance.com, fax to (412) 278-5105, or turn in to the office at your next visit.

2. Once your enrollment has been processed, you will receive a “Welcome to NextGen Patient Portal!” email and a “PAL Token” email.

3. Follow the instructions in the PAL Token email.
   
   a. Select the ‘click here to go to NextMD’ link or copy and paste the following into your browser’s address bar.
      https://www.nextmd.com/Enroll/TermsAndConditions.aspx

   b. Read the Terms and Conditions and select ‘I Accept.’
c. Select “I was given an enrollment token.”
   i. Enter your enrollment token. The 8-digit enrollment token will be included in
      the PAL Token email.
   ii. Enter your date of birth, not your child’s.
   iii. Enter your email address
   iv. Select the Next button.

If you receive the following error, please verify that the email and date of birth were entered correctly.

One or more of the above information is not matching with the information we have on our file. Please try again
or contact your practice for further assistance.

Then contact either portal@pediatricalliance.com or 412-278-5102 for assistance.
d. Create your NextMD login credentials. Fill in all required fields (denoted with *) and then select the Submit button.
*The username, password, and security questions are case sensitive.

![Image of NextMD login credentials creation]

e. You will receive a “NextGen Patient Portal Enrollment Completed” email notifying that you have successfully completed the enrollment process.