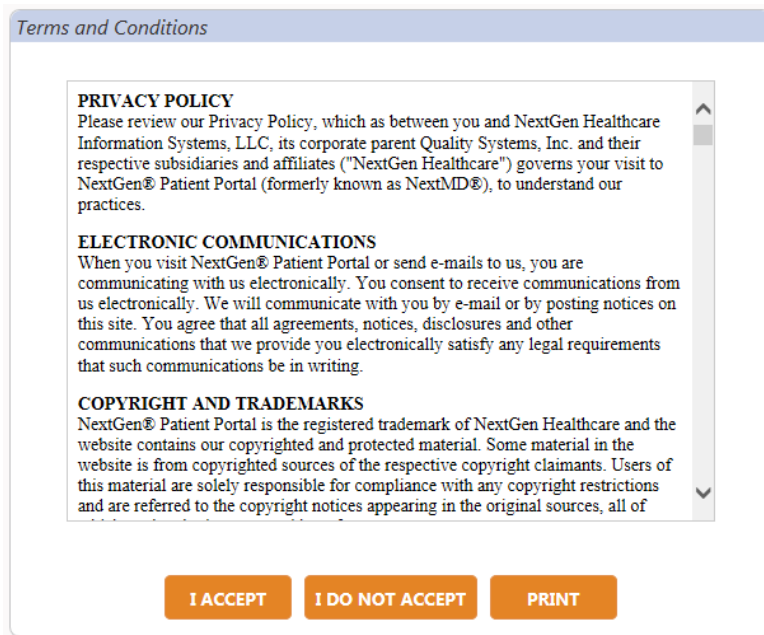

CREATING A PATIENT PORTAL ACCOUNT

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.'



Terms and Conditions

PRIVACY POLICY
Please review our Privacy Policy, which as between you and NextGen Healthcare Information Systems, LLC, its corporate parent Quality Systems, Inc. and their respective subsidiaries and affiliates ("NextGen Healthcare") governs your visit to NextGen® Patient Portal (formerly known as NextMD®), to understand our practices.

ELECTRONIC COMMUNICATIONS
When you visit NextGen® Patient Portal or send e-mails to us, you are communicating with us electronically. You consent to receive communications from us electronically. We will communicate with you by e-mail or by posting notices on this site. You agree that all agreements, notices, disclosures and other communications that we provide you electronically satisfy any legal requirements that such communications be in writing.

COPYRIGHT AND TRADEMARKS
NextGen® Patient Portal is the registered trademark of NextGen Healthcare and the website contains our copyrighted and protected material. Some material in the website is from copyrighted sources of the respective copyright claimants. Users of this material are solely responsible for compliance with any copyright restrictions and are referred to the copyright notices appearing in the original sources, all of

I ACCEPT **I DO NOT ACCEPT** **PRINT**

- 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.

New to Patient Portal?

This is your first step to the enrollment process.

Please select the option that applies to you and provide the required information.

I was given an enrollment token

* Enrollment token:


[What is security token?](#)

* Date of birth (mm/dd/yyyy):

* Email address:

I do not have an email address

I have a temporary username and password

 **FRAUD WARNING**

Any person who knowingly with the intent to defraud any medical agency by concealing and filing false information for medical care or treatment may be found to have committed a fraudulent act which is a crime and may be subject to criminal and civil penalties.

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.


Create enrollment credentials

Create your username
Enter a username you want to use when you login. Asterisk (*) denotes required field.


* Username: 

Username must be between 6-50 characters which may be a combination of letters, numbers and [special characters](#) and is case sensitive.


Create your password
Enter a password you want to use when you login. Asterisk (*) denotes required field.


* Password: 


Password must be between 8-50 characters with no spaces, must include at least one numeric digit, is case sensitive, and can be a combination of letters and [special characters](#).

* Retype password: 


Create your login security authorization
Choose a login security question and enter your answer. This question will be used as part of the login authorization process. You will be prompted to enter the answer for your selected question when you try to login to your account. Asterisk (*) denotes required field.


* Select a question: 


* Enter your answer: 


* Retype your answer: 

Create your password recovery credentials
Create a forgotten password question and enter the answer. This question will be used in the password reset process. You will be prompted to enter the answer for this question in case you need to reset your password in the future. Asterisk (*) denotes required field.


* Create a question: 

* Enter your answer: 

* Retype your answer: 

 **FRAUD WARNING**

Any person who knowingly with the intent to defraud any medical agency by concealing and filing false information for medical care or treatment may be found to have committed a fraudulent act which is a crime and may be subject to criminal and civil penalties.



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