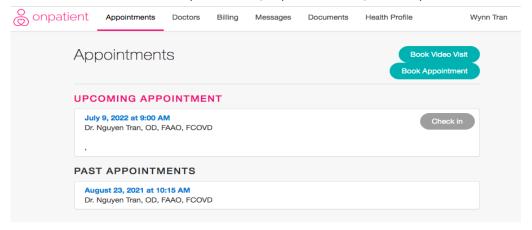## INSTRUCTIONS
CREATE PATIENT PORTAL & COMPLETE INTAKE FORMS ELECTRONICALLY

*Follow the steps below, but **DO NOT hit the back button.** If "connection code expires", email our office so we can send another invite. This will streamline your check-in process and help us prepare for your visit.*

1. Sign up through email:
   - You'll get an email invite to sign up within one week. Please complete asap.

2. Access Patient Portal:
   - Create user login
   - Enter DOB & Phone number that you provided to our office.

3. To Access Office Intake Forms:
   - Select "Check In" next to your appointment
   - Skip medical conditions that do not apply to you or your family members
   - Please do NOT skip Vision Symptom Survey. Complete, then add total.

3a) For patients aged 18 or younger: Parent/Guardian, please complete "Developmental History" to the best of your knowledge. If adopted, please indicate under "additional comments".
3b) For Low Vision Patients: Please complete "Low Vision Section".

4. Privacy Notice:
- Please consent & sign at the very bottom of the page.

Thank you for your participation!

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