



Complete Your Account Setup By Following The Steps Below:

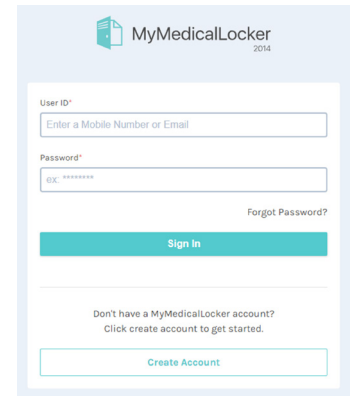
Step 1

Download the MyMedicalLocker™ app, or visit MyMedicalLocker.com.



Step 2

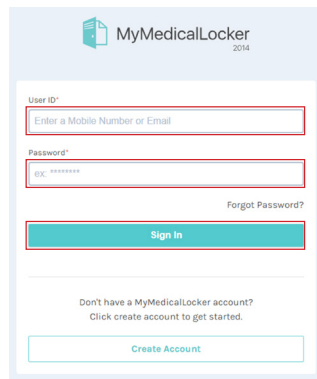
Log in to your account using your Account Token (sent via text or email) or Account Key (included in this letter).



Text/Emailed an Account Token? Read Below

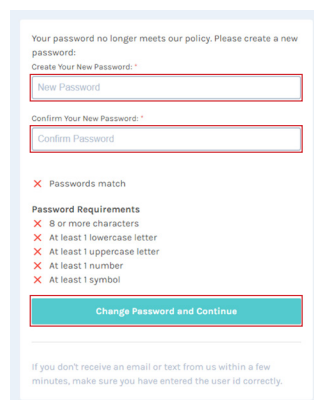
Step 1: Log in

- **For User ID** enter the email or phone number used to receive your Account Token. This will be your ID for all future sign-ins.
- **For Password** enter the Account Token that was sent to you.



Step 2

- Click 'Sign In' and create a new password following the password requirements. Your setup for MyMedicalLocker™ is now complete!

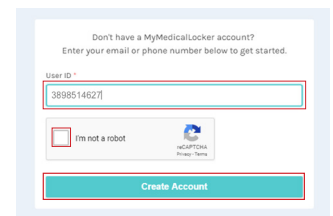


Account key? Read Below:

Step 1

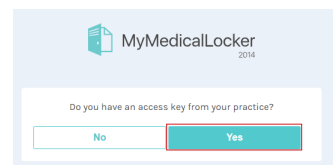
Click 'Create Account'

at the bottom of the sign-in page. On the next page enter your User ID (the email or phone number given to your doctor's office), click the captcha box and then click 'Create Account'.



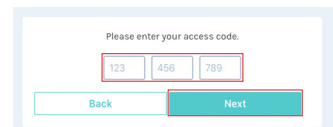
Step 2

- **Next**, confirm your User ID by clicking the 'Finish Registration' link within the verification email or text sent to you. On the next page asking if you have an Account Key, click 'Yes.'



Step 3

- **Upon page load**, enter your Account Key (included at the bottom of this letter) and click 'Next'. Finally, create a new password following password requirements. Your setup for MyMedicalLocker™ is now complete!



Connect to Practice

- Click the 'Connect to a Practice' button.
- Fill in the required fields.
- In the Registration Code section, type in your unique MyMedicalLocker™ key provided by the practice. This must be typed in exactly as it appears in the practice's database.
- Click Save.
- Once you click save you will see your doctor's/practice's name in the 'Connected Practices' list.

Dashboard

Request an Appointment

Desktop

- Go into the Appointment Scheduler and click the 'Request an Appointment' button.
- Fill out the form including optional times & dates for an appointment.
- Click 'Request' to send your appointment request.

Mobile

- Click the plus sign in the upper, right-hand corner of your screen.
- Select the practice you want an appointment with and then click 'Next'.
- Select the provider you want to see and then click 'Next'.
- Fill out the form including optional times & dates for an appointment.
- Click 'Request' to send your appointment request.