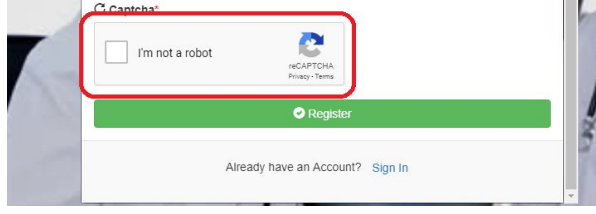




Thank you for your interest in our portal! We are able to grant access to patients, authorized patient family, guardians, powers of attorney, and community staff members. If you are an authorized family member or power of attorney, please be sure to send us appropriate documentation before requesting access.

Signing Up - Requesting Access	
<p>1. Access our portal at this website: https://tcpportal.mamemr.com/dist/#/login</p> <p>Click “Sign Up” in the bottom right corner.</p>	
<p>2. Fill out the registration form with <u>your name</u> and information.</p> <ol style="list-style-type: none"> a. Family members: please list the name of the patient whose chart you are requesting access to <u>in the “Notes” area</u>. b. Community staff: Under “roles” please choose “Facility”. Also, please list the name of your <u>specific community</u> in the “Notes” area. 	

<p>3. Click “I am not a robot” then click the green “Register” button.</p>	
<p>4. Once you request access, we will be sending you a Portal Agreement contract via PandaDoc for electronic signature. As soon as you e-sign, you will be granted access.</p>	<p style="text-align: center;">Subject Line:</p> <p style="text-align: center;">“Twin Cities Physicians has sent you ...”</p>
<p>5. Wait for your confirmation email. If you try to log in before approval it will say account inactive. As soon as we manually approve your request, this approval email will be sent. Please be sure to check your junk/spam folder.</p>	<p style="text-align: center;">“Welcome to Patient Portal. Your registration to Patient Portal is completed.”</p>
<p>6. Once you receive this email, your account is active. You can now log in.</p>	