

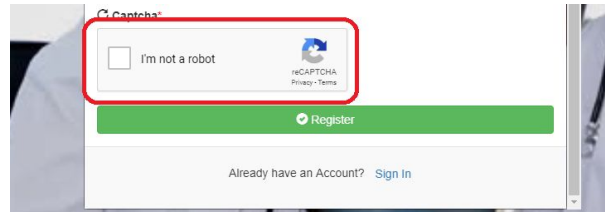


Thank you for your interest in our portal! We are able to grant access to patients, authorized patient family, guardians, powers of attorney, and community staff members. If you are an authorized family member or power of attorney, please be sure to send us appropriate documentation before requesting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

3. Click “I am not a robot” then click the green “Register” button.

Important - Please read step #4



4. **POA's/Guardian's** - We will check the patient's chart to make sure we have the paperwork on file. If we don't have your paperwork on file we will reach out by the same or next business day via email requesting you email the paperwork to bsylvers@mytcp.org.

Once we receive the paperwork, we will send you our Portal Agreement for signature by the same or next business day. After you e-sign, you can expect to receive access the same or by next business day.

Facilities - After requesting access, you will receive our Portal Agreement in your inbox via PandaDoc by the same or next business day. Once you e-sign, you will receive access to our patient portal by the same or next business day.

Subject Line:

“Twin Cities Physicians has sent you ...”

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 (by same or next business day), this approval email will be sent. Please be sure to check your junk/spam folder.

“Welcome to Patient Portal. Your registration to Patient Portal is completed.”

6. Once you receive this email, your account is active. You can now log in.

