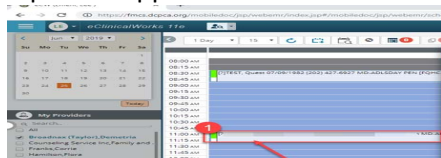


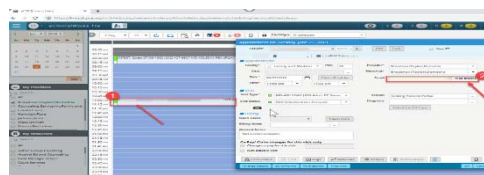
## Web-Enable (During the visit)

If patient accepts portal access:

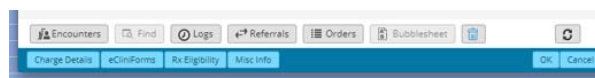
1. Open the patient appointment window when the patient checks in.



2. Enter the e-mail address of the patient in the 'Email' box and check the 'Web-Enable' box.

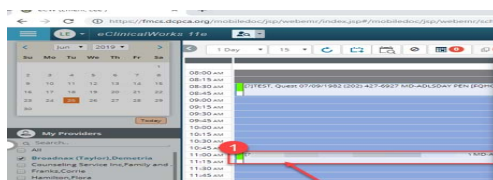


3. Then click 'OK' at the bottom of the page.



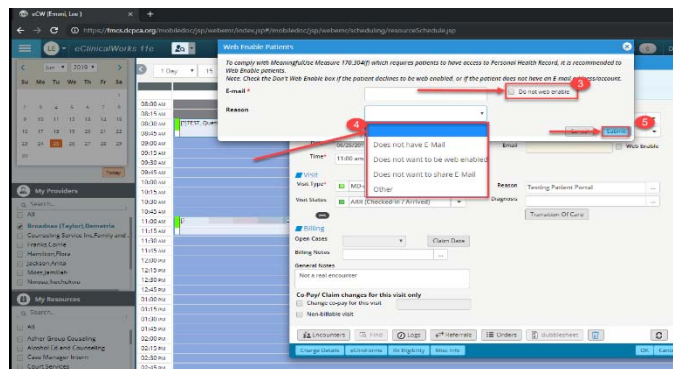
If patient declines portal access:

1. Open the patient appointment window when the patient checks in.



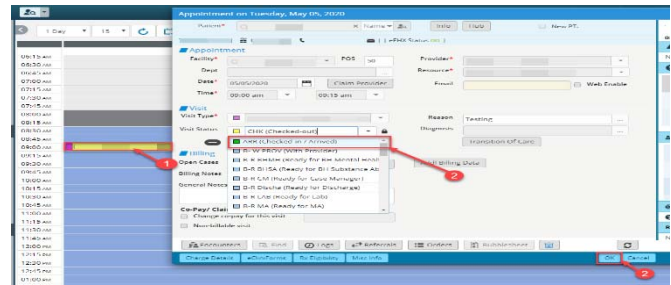
2. Under 'Visit Status', select 'Checked-in/Arrived' and click 'OK'.

3. The 'Web Enable Patients' pop-up window should appear. Check the 'Do not web enable' box.
4. Select the reason why the patient declines portal access in the drop-down menu.
5. Click 'Submit' to complete.

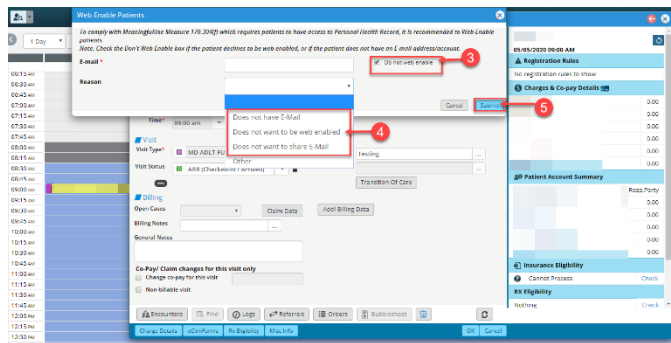


## Web-Enable (Post visit)

1. Find and open the completed patient encounter
2. Click the Visit Status drop-down menu, then select **'Checked-in/Arrived'** and click **'OK'**.



3. The **'Web Enable Patient'** pop-up window will appear. Click the **'Do not web enable'** check box.
4. Select the reason why the patient can not be web-enabled in the drop-down menu.
5. Then click **'Submit'**.



You will return to the appointment window. In the Visit Status drop-down menu, select **'Checked-Out'** and Click **'OK'**.

