## View documents

1. Click the **Documents** tab.



2. Click the **Download** link next to the document that you would like to save to your computer. This will save the document in the Downloads folder on your computer.



*If the **Documents** tab appears empty, your provider has not sent any documents to the portal yet.*

If the **Electronic Copy of Health Information** link appears blue, your provider has sent your health information to the portal for your reference.

If the **Referral Summary** link appears blue and your provider is referring you to another doctor or clinic, you can print this summary and bring it to your referred appointment.
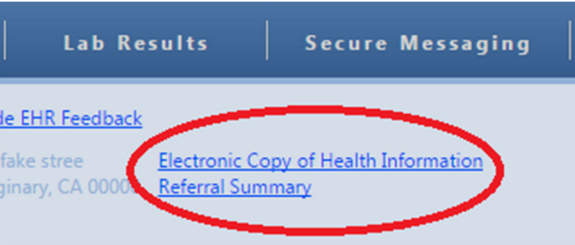


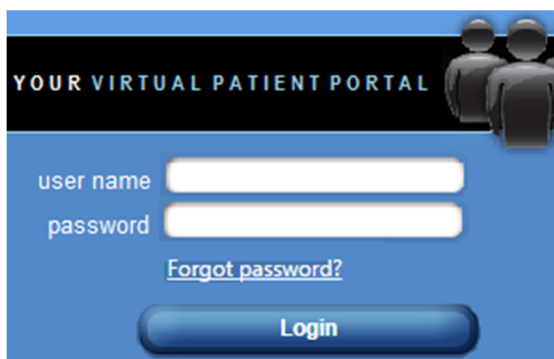# Patient Portal Quick Reference

Patient's Edition

To use the ChiroTouch© Patient Portal,

here's what you'll need:

- A computer with internet access
- The registration email or print-out you received from your healthcare clinic
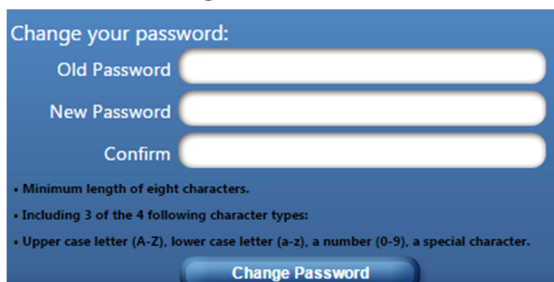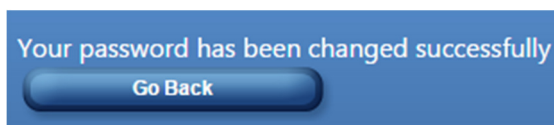
# How to log into the portal

1. Go to
   https://www.mychirotouch.com/Portal/
2. Enter your login credentials
   - *If registered by email, your user name is your email*
   - *If registered by paper, your user name is located on the print-out you received from your healthcare clinic*
   - *The first time you log in, your password is your 8-digit birthday*
3. Click **Login**



4. Choose a more secure password
5. Click **Change Password**



6. Click **Go Back**



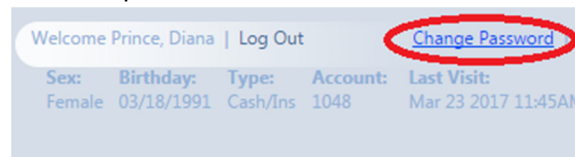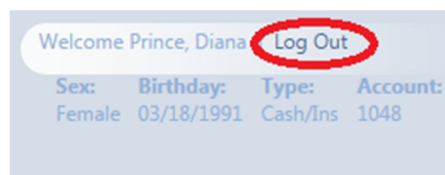# How to navigate in the portal

The tabs in the menu along the top take you to the different sections of the portal.



Click the **Change Password** link to choose a different password.



Once you are finished navigating through your portal, be sure to click the **Log Out** link. If you forget to log out, your portal will automatically time-out after five minutes.



## Forgot your password?

Contact your healthcare clinic and ask them to re-register you for the patient portal. Once you are re-registered, your password will be reset to your 8-digit birthday.

# Send & receive secure messages

Use this as a secure way to exchange electronic messages with your doctor.
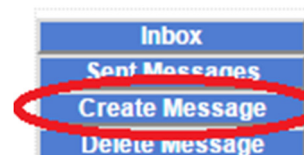
## Send a new message to your provider
*You can only send messages to providers who have previously messaged you.*

1. Click the **Secure Messaging** tab



2. Click **Create Message**



3. Select the provider from the **To** dropdown
4. Type a **Subject** and a message
5. Click **Send**



## Read a message from your provider

1. Click the **Secure Messaging** tab



2. Click the subject of a message to open it



3. With the message open, you can **Delete**, **Reply**, or go back to the **Inbox**