

# REGISTRATION PROCESS

- 1 On the patient login screen, **CLICK HERE TO REGISTER**. You only have to do this once and the first time you use the portal.



**Patient Login**

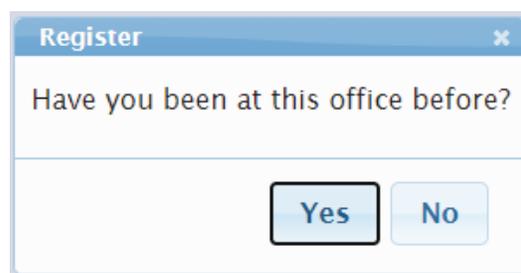
Login Name:  Password:

I am a representative [Forgot your login name?](#)

Not registered yet? [Click here to register](#) [Forgot your password?](#)

[Reset \(Forgot everything\)](#)

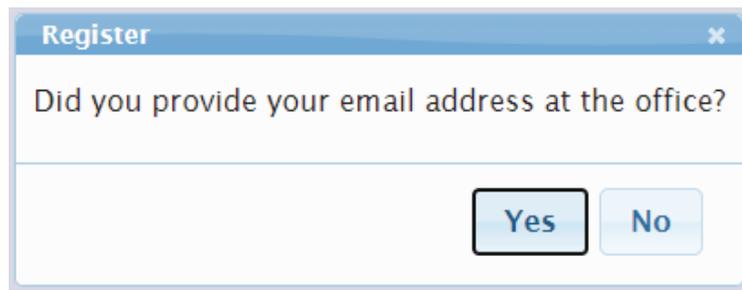
- 2 Click **YES** to confirm you have been to an Exer center before. (Note, Patients are only able to register for Exer's Patient Portal after their first visit to Exer Urgent Care.)



**Register** [X]

Have you been at this office before?

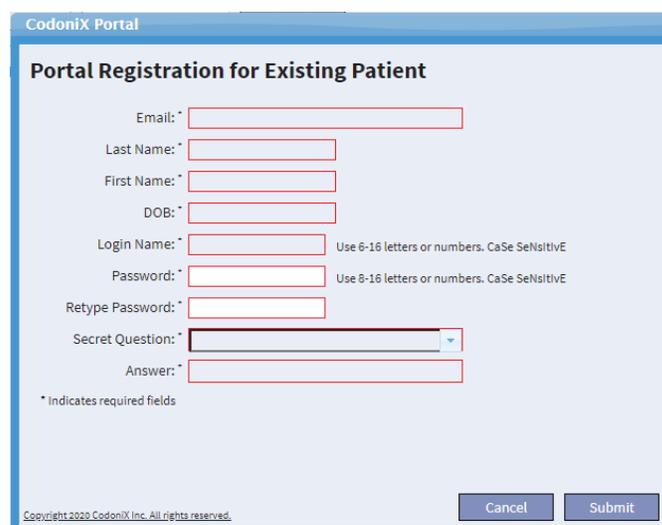
- 3 Click **YES** to confirm your email address is already on file with Exer. (Note, Patients who did not previously share their email, have changed emails, or are unable to remember their email will first need to call or visit an Exer center to have their email address entered into our system before they can register to use the Exer Patient Portal). (TIP: You may use the same email for multiple patients within the same family. To enable this shared email, you must have the following identifiers match our system - email, last name, first name, date of birth.)



**Register** [X]

Did you provide your email address at the office?

- 4 Please fill out all required fields and create your login and password. Click **SUBMIT**. (You will need to correctly enter 4 identifiers that match what we have in our system - Email, Last Name, First Name, Date of Birth. For Date of Birth, make sure you select the correct birth year and then select month and day.) (TIP: If Email, Last Name, First Name and Date of Birth do not match our system, you will need to call or come into an Exer center before they can use the Exer Patient Portal. You can then create a new login name, password and secret question. You will need to select the secret question and complete the answer when they register as this does not exist in our system.)



**Codonix Portal**

**Portal Registration for Existing Patient**

Email: \*

Last Name: \*

First Name: \*

DOB: \*

Login Name: \*  Use 6-16 letters or numbers. CaSe SeNsItIvE

Password: \*  Use 8-16 letters or numbers. CaSe SeNsItIvE

Retype Password: \*

Secret Question: \*

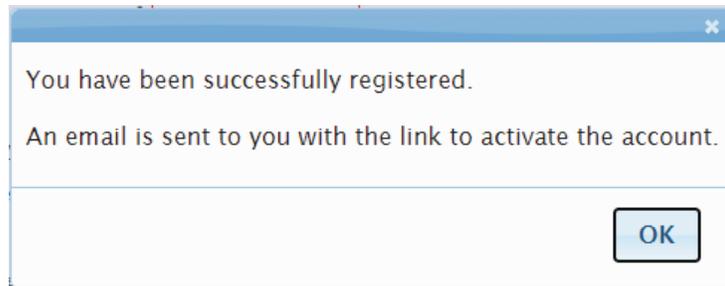
Answer: \*

\* Indicates required fields

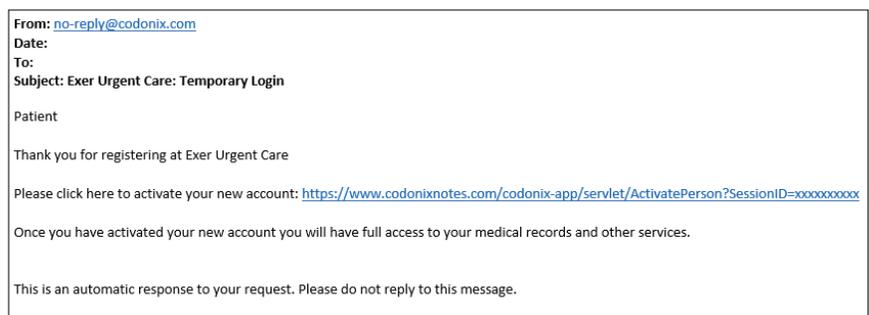
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## REGISTRATION PROCESS

- 5 You will receive a confirmation message saying you've successfully registered informing you to check your email for the activation link.



- 6 In the email, you will need to **CLICK** on the activation link.



- 7 After clicking on the activation link in the email, a new browser window will open that confirms your account is now activated.



- 8 Return to the initial login screen (in Step 1), enter your Login Name and Password. Click **LOGIN**. You're all set!  
(TIP: For all subsequent visits, you can login with your login name and password.)

