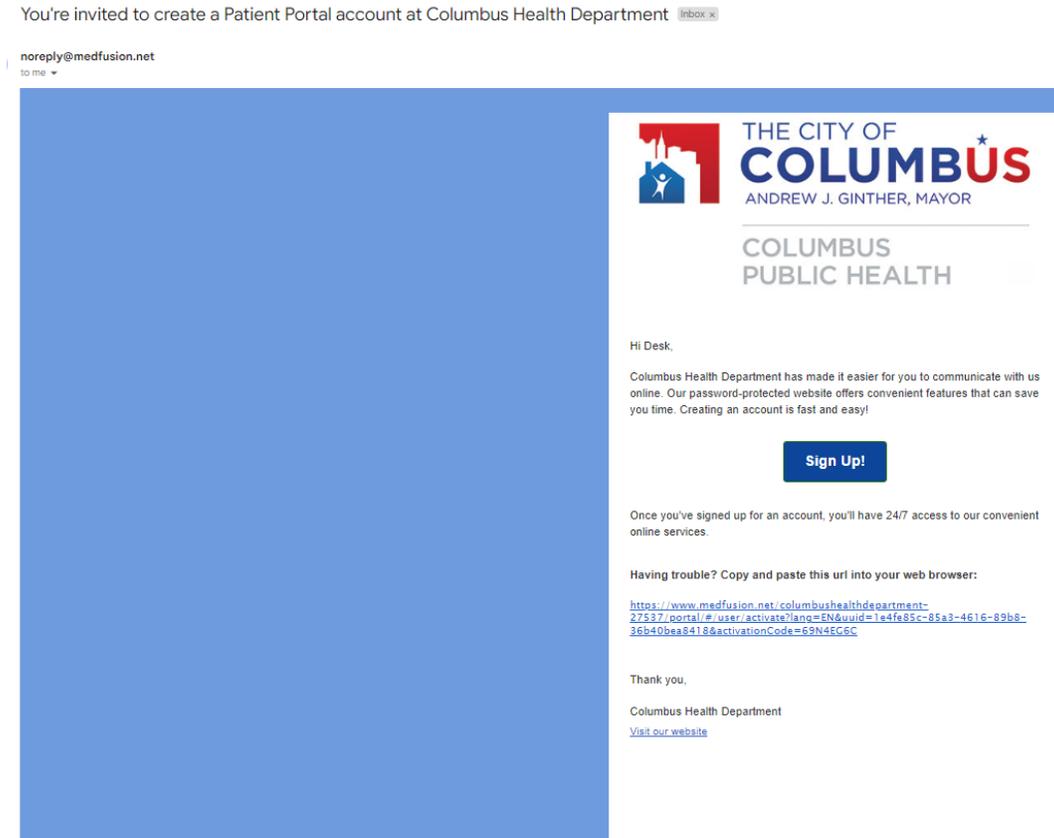


Account Activation - Email received from Medfusion

- Patient will receive an email from nonreply@medfusion.net with link for patient to sign up with Columbus Public Health Department patient portal
- Click on blue “Sign Up” button or simply copy and paste blue URL into your web browser.



- Please verify information by entering ZIP code and Date of Birth. **Please note:** if this information does not match with our database then patient will not be able to proceed with activation. Please call provider office to obtain the information to proceed with activation. Click “Continue”.

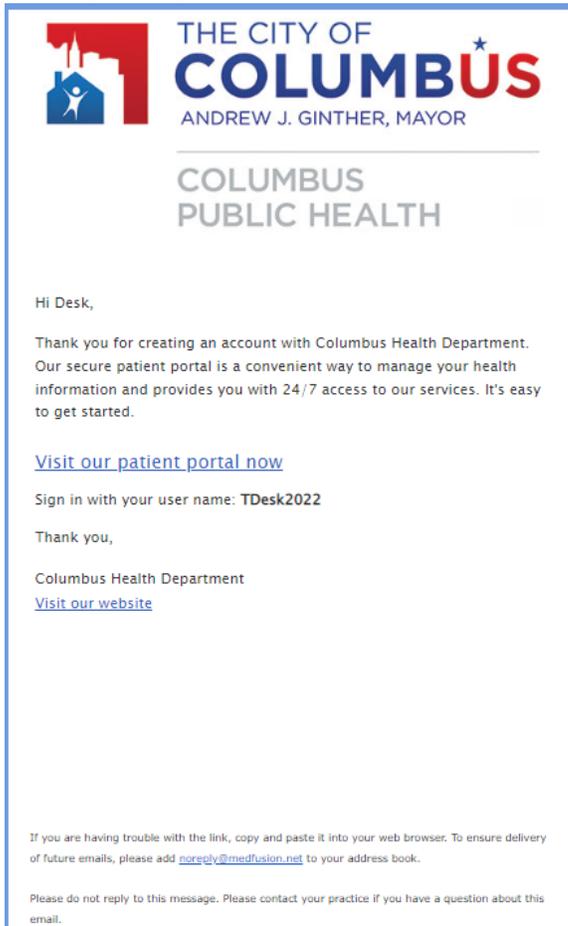
The screenshot shows the "Please Verify Some Information" screen on the Columbus Health Department patient portal. The page header includes "English" and the Columbus Health Department logo. The main heading is "Please Verify Some Information" with the instruction "Please enter your date of birth and zip code so that we can verify you." Below this, there is a text input field for "ZIP code" and a date selection section for "Date of birth" with dropdown menus for "Month", "Day", and "Year". At the bottom, there are two buttons: "Cancel" and "Continue".

- Create username, password, pick a location, enter phone number and answer secret question. Click “Enter Portal”

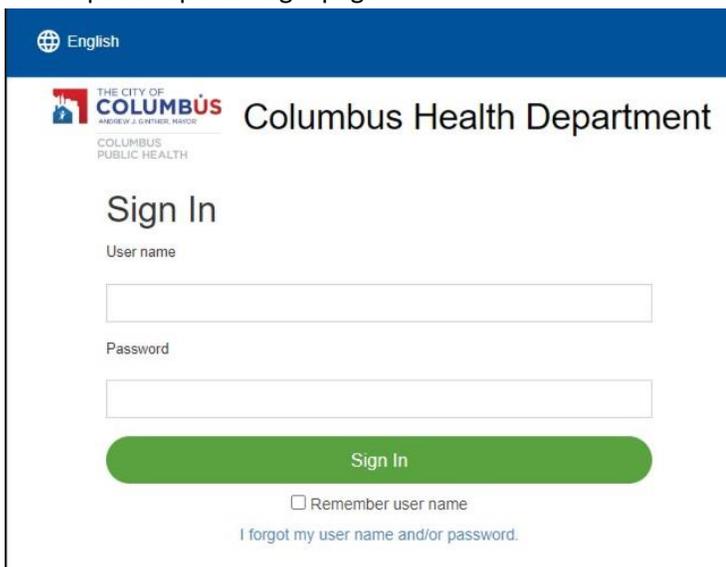
- Patient Portal page will display

- Please complete the patient registration form by clicking on “Start Registration” and fill out the consent form

- Patient will receive New Member Confirmation email through nonreply@medfusion.net to notify patient with their username and link to access their portal since there is no mobile app to access patient portal. Please bookmark this link.



- Once clicked on link “Visit our patient portal now” patient will be directed to Columbus public health patient portal login page.



- If patient forgets their username or password, simply click on “ I forgot my user name and password” link on login page and they will be directed to reset the password or they can click on “Help with Portal” to chat with a representative 8am to 8pm EST

