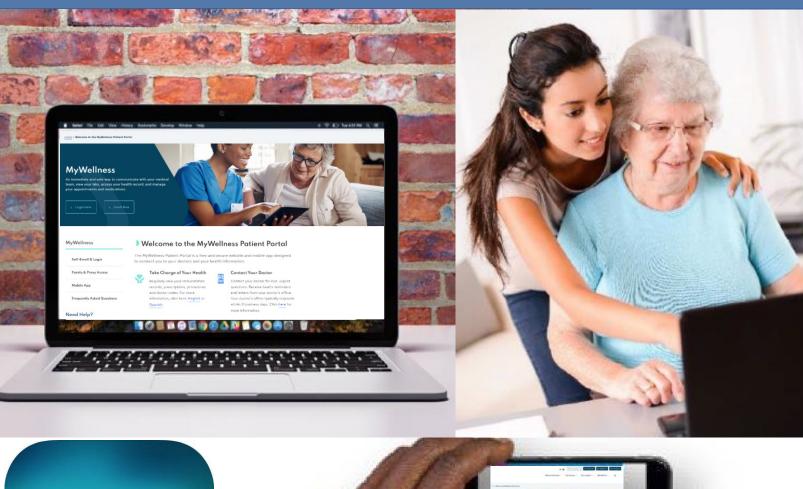




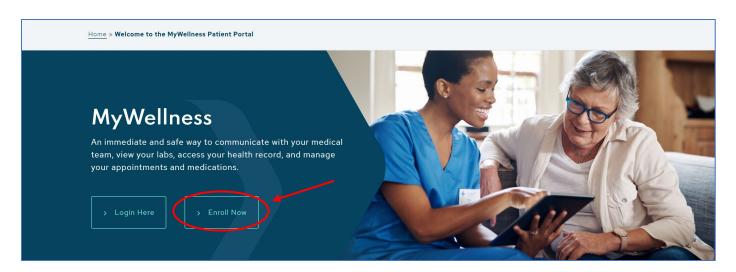
Self-Enrollment to the MyWellness Patient Portal - A Patient's Guide





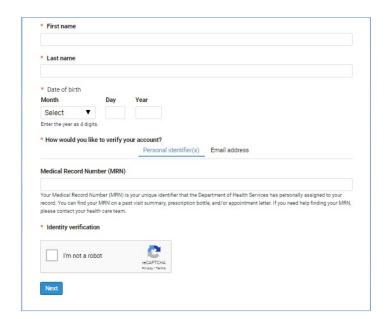
Step 1: Go to http://dhs.lacounty.gov/mywellness

Step 2: click "Enroll Now"



Step 3: You need the following information to enroll:

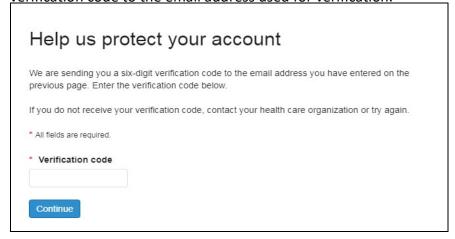
- Your First and Last Name
- Your Date of Birth (Must be 18 and older)
- Your Medical Record Number (MRN) **OR** the email address that is listed in your medical record



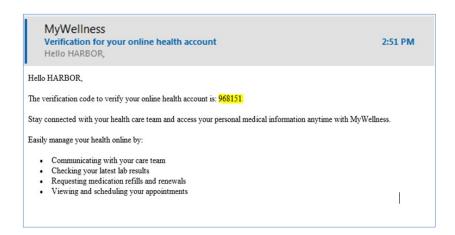
<u>Step 4(A):</u> <u>If you used your Medical Record Number (MRN):</u> Upon successful patient match, a "Patient Match Found" message appears when the account is verified. Check off both boxes to confirm identity and agree to Terms of use. Then, click on "Next, Create Your Account".



<u>Step 4(B): If you used your email address:</u> Upon successful patient match, the system sends a six-digit verification code to the email address used for verification.

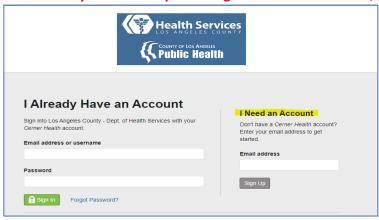


** Check your email for the notification that has this code. Return to the verification page or click the link within the email. Enter this code in the "*Verification Code" field. (Note: E-mail will be from: "MyWellness" noreply@iqhealth.com).

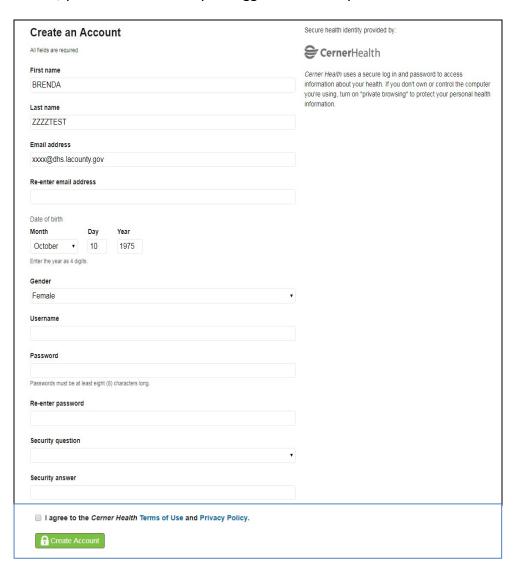


<u>Step 5:</u> If the account selection screen appears, go to "I Need an Account" and enter an email address that you have access to and click "Sign Up". If this does appear, skip to Step 6.

***Note: If you need help creating a new email address, skip to Step 7.



<u>Step 6:</u> Fill in the additional information to complete the "Create an Account" fields. Create username, password, and security questions on this screen. Click on the green "Create Account" button. Once you do this, you will automatically be logged into the MyWellness Patient Portal.

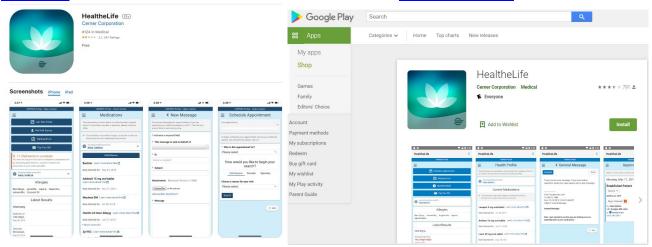


Congratulations! You have successfully created an account!

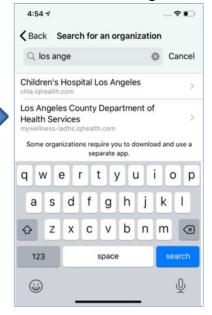
If you have a mobile device, you can download the *HealtheLife* mobile app <u>after</u> signing up for an account. The app is available for both iOS and Android/ Google:



Google Play Store



Under "Search for Organization", be sure to select "Los Angeles County Department of Health Services".



Note: If you prefer Spanish, you must select Spanish as your preferred language on the website. Log out and re-log into the mobile app for the language preference to be applied.

Remember:

- It is best for you to use your own personal device to check email and complete the enrollment process.
- You must be age 18 and older to self-enroll. If you are a parent/guardian or caregiver and would like to manage the health of a patient, you will need to request an invitation from the registration team, nurse or provider at your site of care.

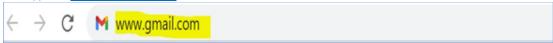
- If you are already registered for MyWellness, please use the following link to log into the MyWellness portal: <u>Log into MyWellness</u>. Click on the "Forgot password?" link to help reset your password and access your account.
- If you are unable to self-enroll, contact your site of care and ask them to send you an invitation to join the portal.

Step 7: If you need help creating a new email account, please follow the steps below:

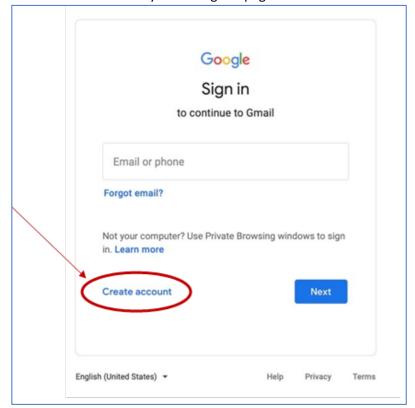
A. Use an internet browser (Safari, Internet Explorer, Firefox) to go to the internet.



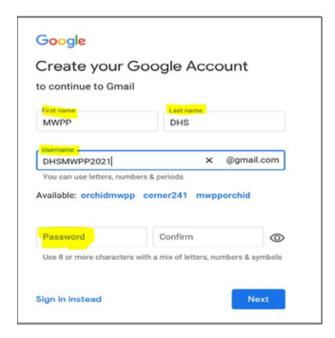
B. Type in <u>www.gmail.com</u> in the address bar.



• This will take you to a sign-in page. Click "Create account"



C. Fill in your first and last name and create a username and password.



Creating a Username

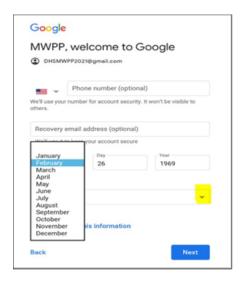
- Your username must have 6-30 characters. Characters can be letters, numbers, or a period
 (.)
- Email usernames can be a mix of your first and last name, nickname, and favorite number. For example, Lakersfan69 or S.Peterson2

Creating a password

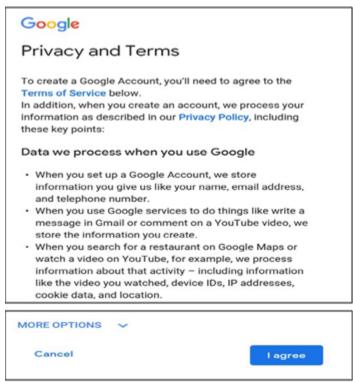
- Your password must have at least 8 characters. Characters can be letters, numbers, and symbols, such as !, \$ or &.
- Passwords are case-sensitive, meaning it is important to remember which letters are upper case letters.
 For example, Password and password have the same letters, but are capitalized differently.

It is easy to forget your username and password, so write it down in a safe place as soon as you have successfully created your account.

D. After creating your account, fill in security details.



- o If you forget your password, you can use personal information to confirm your identity. You must fill in your birthdate and gender, but other things, such as phone number or recovery email address, others are optional, so you don't have to share if you don't want to.
- O Click on this symbol- to see a list of options to choose from. If you don't see the symbol, type your answer in the box.
- E. Read through the Privacy and Terms of Service.



- This information explains the terms and conditions of using their email service.
- If you agree and want to finish creating your new email account, click on "I agree"

Congratulations!! You have successfully created an email account. Return to Step #5 to complete your MyWellness Enrollment.