

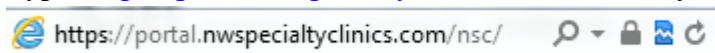
## How to Register and Access Patient Portal

\*\*\*Please note:

In order to proceed with these steps you will need a Portal PIN number that was provided to you when you signed up with your providers Clinic. They would have sent this to you in a secure email or printed a sheet and handed out to you after your visit. If you have an Email address and PIN available please proceed below. If not please contact your providers office for requesting access.

### Step #1

Type <https://portal.nwspecialtyclinics.com/nsc> into your browser address bar



\*\*note if you are reading this how to document then you are most likely already on our site.

### Step #2

If you already registered but were waiting for your PIN please login under the registered users section and proceed to step #4.

A screenshot of a login form titled "Registered Users". The form has a white background with a thin border. It contains two input fields: "User ID or Email" and "Password". Below the "Password" field is a "Log in" button. At the bottom of the form, there is a link that says "I forgot my password." in red text.

Or for New Users proceed to the Not registered section and click on “Click here to register” link

A screenshot of a form titled "Not Registered?". The form has a white background with a thin border. Below the title, there is a link that says "Click here to Register" in red text.

Click on “I Accept” button for the registration consent

### Step #3

Fill out the Account information section:

**Account Information**

\* First Name:

\* Last Name:

\* E-mail Address:

\* Re-enter E-mail Address:

\*\*if you are receiving a message that the email address or user id is not available it means you have already registered.

This email is already being used, please choose another.

Go back to the home page and click on the I Forgot my password link to recover your account information.

**Log In Information**

\* User ID:

\* New password:

\* Re-enter password:

**Password Recovery**

Question #1:

\* Answer #1:

Question #2:

\* Answer #2:

Fill out your password and Hint Questions - this will allow you to retrieve your password later should you forget it. When you are finished click on the Save button.

## Step #4

Verify Identity – if you registered already and came back later after receiving your PIN you can click on the Verify my Identity link on the left hand side of the website or up above just under the Northwest Specialty Clinics logo after login.

If you just registered and clicked save after entering your hint questions you will see this screen below:

### Verify My Identity

The portal you are trying to access contains personal health information and is restricted.

In order to access restricted parts of the portal, you will need to provide us with your unique PIN so that we can verify your identity. For established patients who do not have a PIN, call your Northwest Speciality Clinics office.

#### Please select from the following options:

- I have a unique PIN given to me by a Northwest Speciality Clinics office and wish to verify my identity now.
- I do not wish to verify my identity right now, please take me back to the homepage.

If you don't want to verify your identity right now, you can return to this page later by clicking the "Verify My Identity" link near the top of the screen.

Next >

Choose the first option “I have a unique PIN given to me and wish to verify now”  
Click the Next Button

## Step #5

Fill out your Identity Verification information and PIN and click the Verify button

### Validate Identity

Please refer to the instructions provided on your Portal Registration letter. If you do not have a letter which contains your PIN, please contact the office that gave you the Portal Registration letter to request one.


#### Disclaimer

The information on this portal is provided as a service by our clinic. While we try to keep the information as accurate as possible, we disclaim any implied or stated warranty or representation about its accuracy, completeness, content or appropriateness for a particular purpose.

#### Verify Identity

\* First Name:

\* Last Name:

\* Birth date:  

\* Gender:



\* PIN:

Verify

## Step #6

If you are successful you will receive this message below please click on the link “secure messaging consent” to complete you registration and gain access to your patient portal account.

### Verify Identity Complete

-  Your identity has been verified!
-  Please sign the [secure messaging consent](#) to complete your registration.

Click the check box next to I agree and then click the Submit Button

### Secure Messaging Authorization (Test Patient)

By checking this box, I acknowledge that I will be receiving communication from Northwest Specialty Clinics in the form of a secure message.

\*  I agree

Previous Next Review **Submit**

If you are successful you should see the screen below:

Success!!

Please use the "I Want To..." Navigation screen to your left to proceed through our portal. You are now registered and verified on our Patient portal.

You can now proceed to the "I Want to" navigation box on your left which will be found on all pages throughout our portal.

**I Want to...**

- [View My Chart](#)
- [View My Messages](#)
- [Request an Appointment](#)
- [Pay My Bill](#)
- [Ask A Billing Question](#)
- [Send a Message to my Provider](#)
- [Fill out Paperwork prior to my visit](#)

