Registering for an Event: Patient Portal

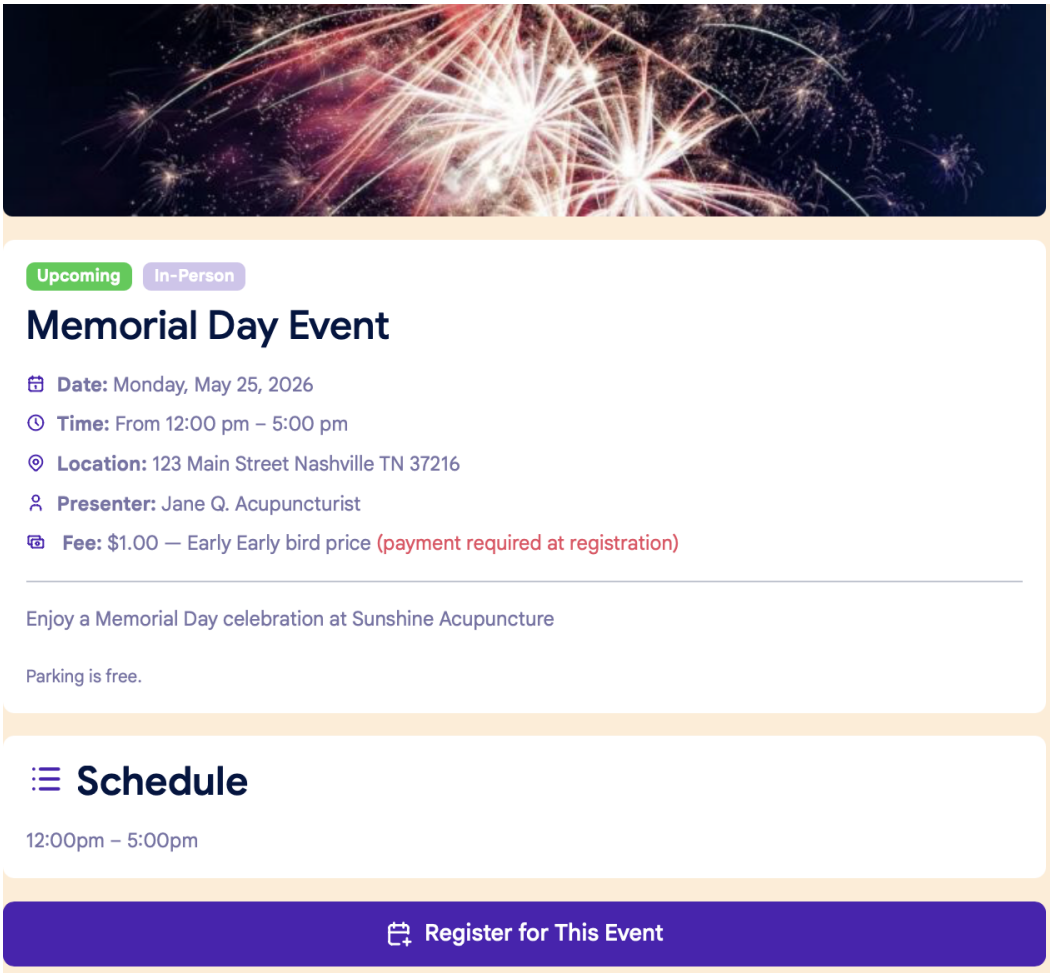
Participants can register themselves for an event via the Event URL on the patient portal.

Step 1: Sign In

If you are not already signed in to your account, you can sign in on the clinic's Patient Portal home page.

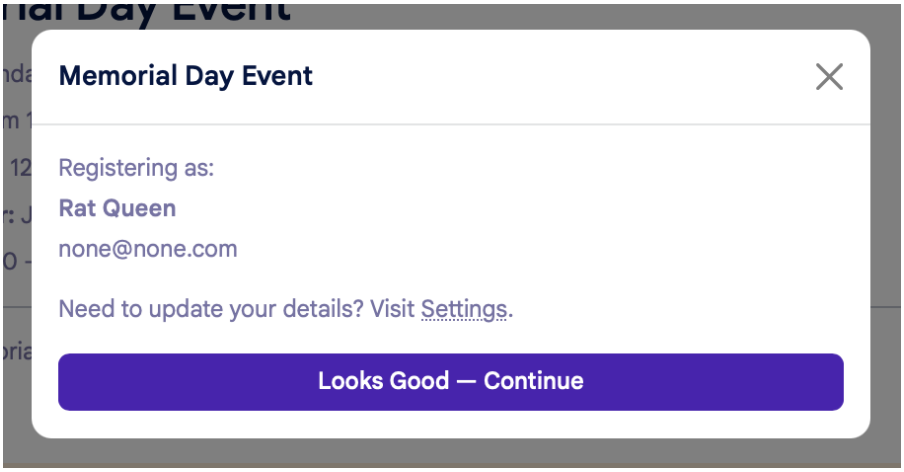
Step 2: Event Page

On the Event page, click the "Register for This Event" button at the bottom of the page:



Step 3: Confirm info

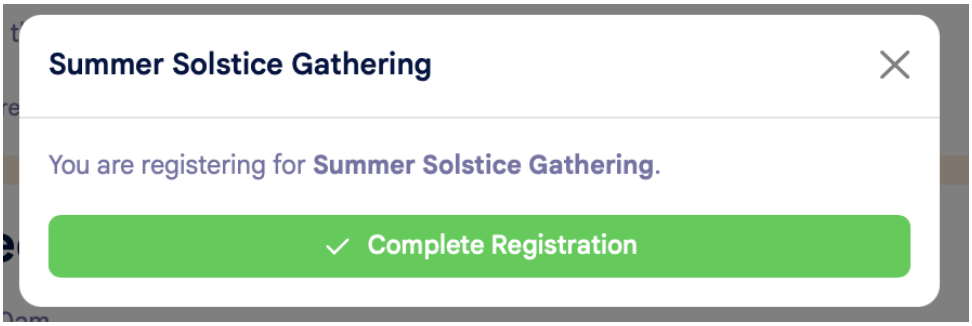
You'll see a popup window to confirm your information:



> **After the you confirms your information, the next step will vary based on payment options.**

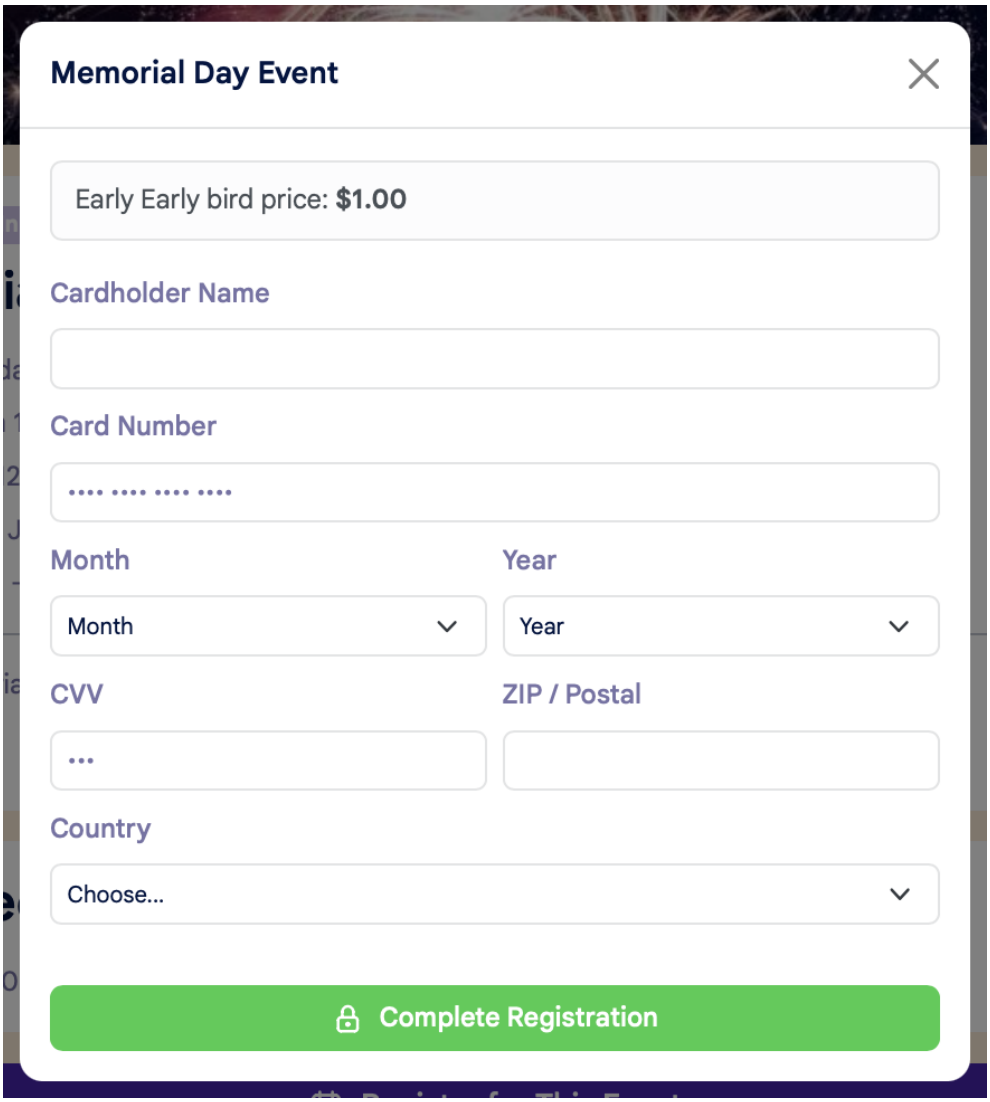
Free Events:

Click the green "Complete Registration" button to confirm your registration:



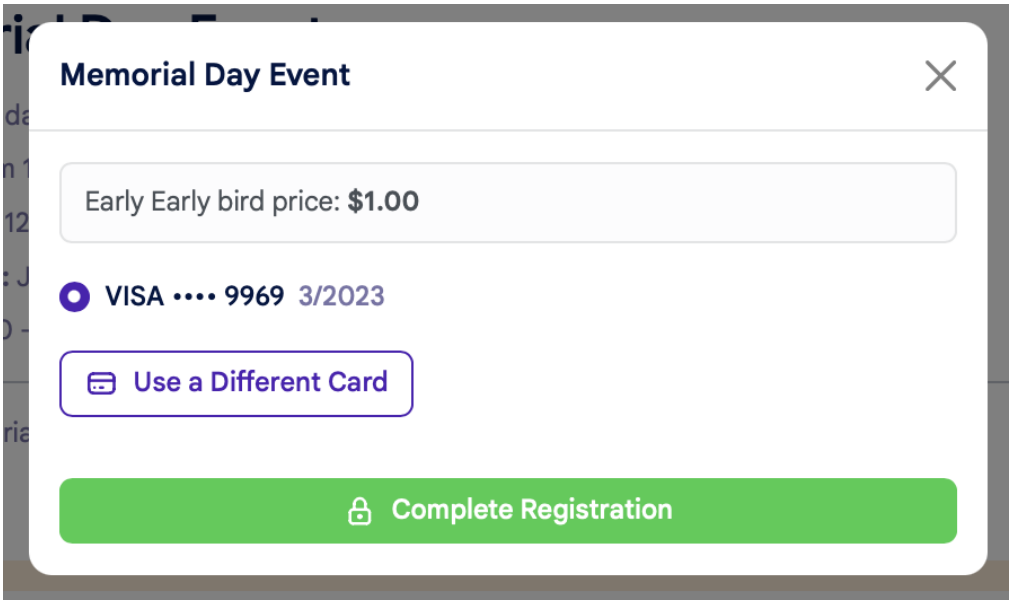
If prepayment is required and you do NOT have a card on file:

You'll be prompted to enter your credit card details to complete your registration:

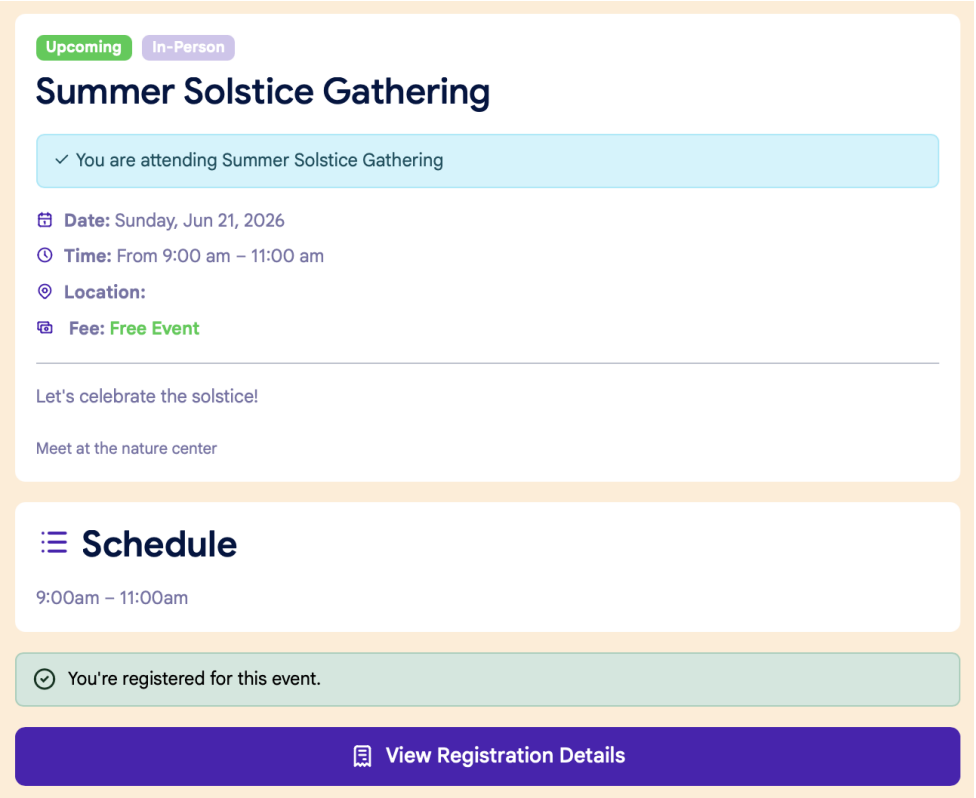


If prepayment is required and you DO have a card on file:

You'll be asked to confirm your credit card details, or you have the option to use another card:



Once you've completed your registration, you'll see a confirmation page:



Revision #5
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