

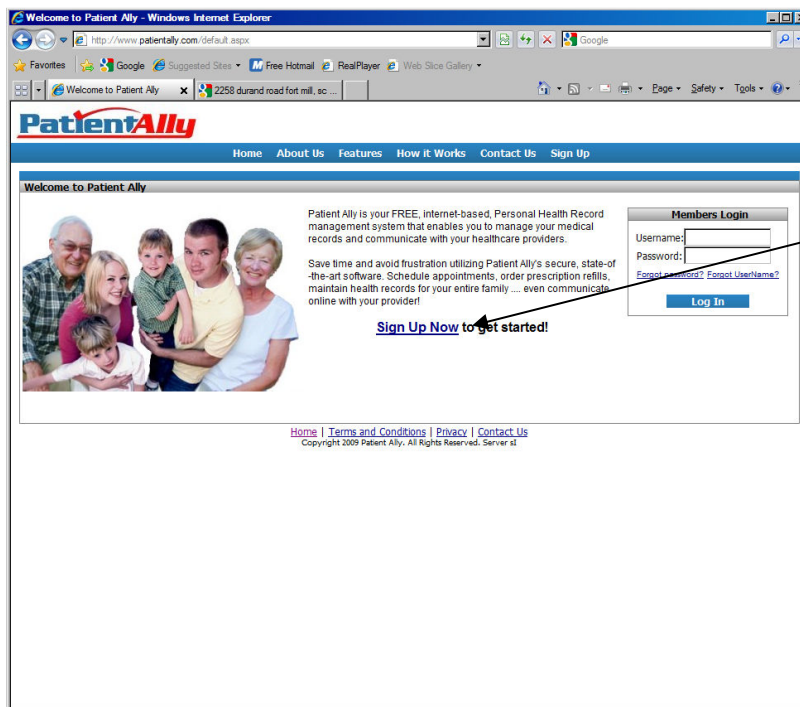


3160 Hwy. 21 North - Fort Mill, SC 29715 - 803.548.9091

We at Crown Plaza Chiropractic are excited to announce our new Patient Portal. This portal will allow you to prepare some of your paperwork prior to your first visit. You will also be able to locate schedule openings and request appointment schedules on-line.

## Getting Started

In order to use our Patient Portal, you will need to create a new account. You can do so by going to [www.patientally.com](http://www.patientally.com) and selecting "Sign-up now." The screen you will see will look something like this:



Click on Sign Up Now

## Creating a New Account

Clicking on Sign Up Now will bring you to a screen where you need to fill out some basic information that will allow you to log-into PatientAlly, so that you can get started with our office. The Sign-up page will look like this:

**Create a new account**  
Note: All fields are required

Username:  min: 5 characters

Email:

Security Question:

Security Answer:

Last Name:

First Name:

Date of Birth:  e.g.: mm/dd/yyyy

Gender:

**RAYAX**  
Enter the code shown in the image

☐ I have thoroughly read and accept the [Terms of Use and Agreement](#)

[Create Account](#)

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- Fill out this page
- Enter the code
- Read the "Terms of Use"
- Check the box stating that you have read
- Click on "Create Account"

Once you have clicked on "Create an Account," you will see the following screen:

**Create a new account**  
Note: All fields are required

**Complete**  
Your account has been successfully created. A random password will be sent to the email that you provided. The next time you log in, you will be prompted to change your password.

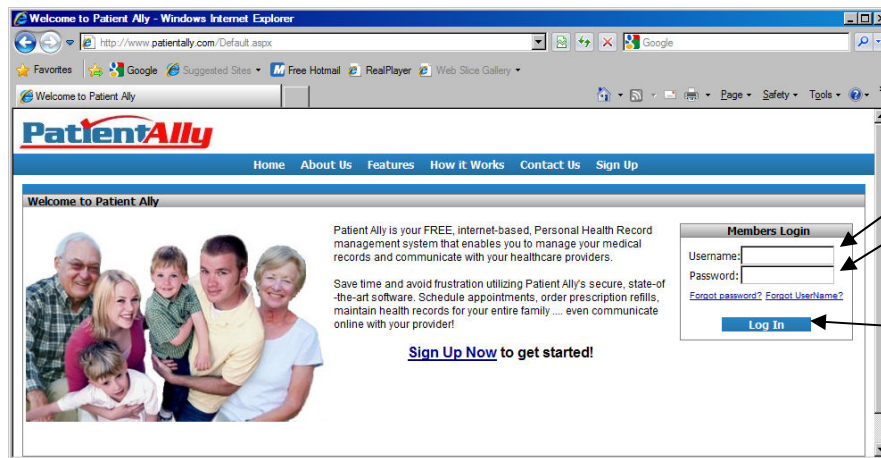
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Click on "Continue"

## Logging In

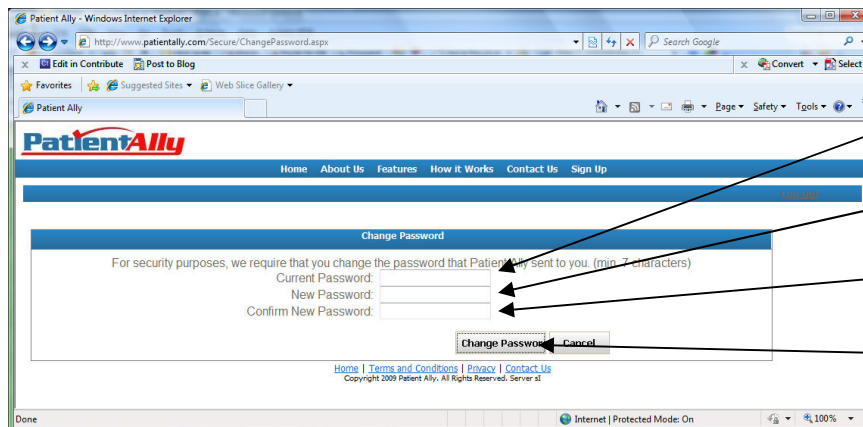
Once you have created an account, an e-mail will be sent to the address that you provided. That e-mail will contain a temporary password. After you log in you will be able to change your password to something that will be easier to remember. The login screen will look like this:



- Enter your Username
- Enter your Password (which will come to the e-mail address you provided)
- Click on Log In

## Resetting Your Password

When you log in the first time you will be prompted to reset your password. Enter your original password. (provided in the e-mail you received when you created your account) Then enter the password that you would like to use in the future. Enter it again in the "Confirm New Password" field then click on the "Change Password" button.



- Enter the Password you logged in with
- Enter the new password you wish to use
- Confirm the password you wish to use.
- Click on "Change Password"

## Completing the Demographics Screen

This screen could pop up after you log in and reset your password. If it does, complete the information and then click finish. Here is what the Demographics screen looks like:

The screenshot shows a web browser window titled "Patient Ally - Windows Internet Explorer" with the URL "http://www.patientally.com/Secure/PatientChannel2.aspx". The browser's address bar and toolbars are visible. The Patient Ally website interface includes a navigation menu with links: Home, Profile, Healthcare Requests, Test Results, My Providers, and Resources. The current profile is identified as "Marcia H". A "Demographics" pop-up window is centered on the screen, titled "Demographics" with a close button (X). Inside the window, it says "Please begin by entering your personal profile below." and contains the following fields: Last Name (Hardin), First Name (Marcia), MI (N), Suffix (Sr.), DOB (02/26/1969), and Gender (Female). There is an "Update" button on the left and "Back", "Next", and "finish" buttons on the right. Arrows from a callout box point to the form fields and the "finish" button.

Please begin by entering your personal profile below.					
Last Name:	Hardin	First Name:	Marcia		
MI:	N	Suffix:	Sr.		
DOB:	02/26/1969	Gender:	Female		
<input type="button" value="Update"/>					
		<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="finish"/>			

- Complete the fields on this screen
- Press "Finish"