## To all portal users:

Many users have created Memorial portal their account using work or other corporate email. This has proven problematic for many users as access to work or corporate email may be lost due to a change of job, retirement, or due to restricted access policies.

If you still have access to your work or corporate email account, we would like to encourage you to update your login and notification to a personal email.

If you have lost access to your work or corporate email, please click the following link to request that your original portal account be deleted: <u>Patient Portal Support Request -</u> <u>Memorial Health System (WeAreMemorial.com)</u>

Once Memorial Portal Support deletes your existing account, you will be notified to self-enroll using a personal email and a link for self-enrollment will be sent.

Thank you, Memorial Portal Support

## **RESETTING YOUR NOTIFICATION EMAIL**

\*\*NOTE: If you no longer have access to your old email, you may go to our 'Request Assistance' page to request to have your old portal account deleted. After that, you may self-enroll with your new email.



2: Click the username as highlighted in the below screenshot.



4: Verify that the success message has appeared. If so, the notification email is now updated.

Preferences have been saved successfully.	
* Indicates a required field.	
Notifications from the portal are sent to this email address. Your notification email address could be different than the email address associ	ated with your sign-in account.
* Email Address	
iqhmhgdaniel@yopmail.com	
Be sure the email address is correct as messages may contain sensitive information.	
Save Cancel	

## **RESETTING YOUR LOGIN EMAIL**

1: Click on the username in the top right and then click on "Sign In and Security"

		🌲 Upgrade Zzmhgtest 🗸
Dashboard		Settings ×
Health Record	Preferences have been saved successfully.	Profile
Messaging ;	* Indicates a required field	Sign In And Security
Appointments ;	Notifications from the portal are sent to this email address. Your notification email address could be different than the email address associated with your sign-In account.	Patient Information
Results	* Email Address	Access Logs
Online Bill Pay	iqhmhgdaniel@yopmail.com	Help
Memorial Physician Clinics	Be sure the email address is correct as messages may contain sensitive information.	Terms Of Use
Walk-in Clinics	Save Cancel	Privacy Policy Support
'Patients Ask Me' Program		Get Support Id
Find a Provider		Sign out
MemorialConnectNOW		

2: Click on the edit button for the email address field.

Email Address ighmhgdaniel@yopmail.com	
Password	Edit
Mobile Phone Number (816) 591-3837	Edit

3: Enter new email address in both fields and your password and then hit next. Highlights in the below screenshot show the differences in old and new email.

SIGN IN AND SECURITY			
Email Address iqhmhgdanialayopmail.com	Change your email	×	
Password	Your email address is used to sign into your account. Updating your email address changes where account notifications, such as password recovery email, are delivered.		
Mobile Phone Number (816) 591-3837	An indos are required. * New email address iqhmhgdaniel <mark>2</mark> @yopmail.com		
	*Re-enter new email address iqhmhgdanie <mark>t2</mark> @yopmail.com		
	* Enter current password	word	
	Cancel	Next	

4: You will be prompted for a password reset code. An email with your reset code will be sent to the new email address. Screenshots below.

mail Address		
hmhgdaniel@yopmail.com	CHANGE YOUR EMAIL	
assword	We've sent the verification code to your new email, ighningdareid2giyopomail.com. Copy & Pasis the code into the field below to verify your new email. This code copres in 30 minutes.	
labila Phone Number		
160 501 3837		
510/ 581-5657		
	* Verification code	
	736006	
	Didn't receive the crote? Recent	
	Cancel Submit	



5: Enter the code and click "Submit". The sign-in email is now changed.

		Upgrade Zzmhgtest N
Dashboard Health Record >	SIGN IN AND SECURITY	
Aessaging >	Email Address iqhmhgdanio <mark>2</mark> @yopmail.com	Edit
opointments >	Password	Edit
nline Bill Pay Iemorial Physician Clinics	Mobile Phone Number	Edit
/alk-in Clinics	(816) 591-3837	
atients Ask Me' Program nd a Provider		
emorialConnectNOW		
lemorial Homepage		

6: Signing in with new email:



## myHealthRecord

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