

## How to create a new Patient Portal account without an invitation email

This procedure applies to patients who are not yet registered in athenaNet. For patients to register for the [Patient Portal](#) using this procedure, the Portal New Patient Creation feature must be enabled for your practice.

1. On the [Patient Portal](#) home page, click [Sign up today](#).
2. **Who will use this account?** — Click the "Patient" option.
3. Enter your information (name, date of birth, gender, email address, and phone number, along with the words shown).
4. Click Continue.  
The Verify Your Identity page appears.
5. If you are not currently registered in the practice, select a provider and a location from the menus shown.  
**Important:** If you are currently registered in the practice and see the **Register as new patient fields**, stop the registration process and call the practice at the number shown on this page to determine why your demographic information was not recognized.
6. Verify your identity by doing one of the following:
  - Select **Email**. Verify or enter your email address and click Send Code.
  - Select **Call**. Verify or enter your phone number and click Send Code.
  - Select **Text**. Verify or enter your mobile phone number and click Send Code.
7. Retrieve the temporary password from the phone call, email, or text message, and enter the password on the Verify Your Identity page.
8. Click Continue.  
The Set Password page appears.
9. **New password** — Enter a password that meets the requirements. This password must be 8-20 characters long and must have at least one uppercase letter, one lowercase letter, and one number or symbol.
10. **Confirm new password** — Re-enter the password to confirm it.
11. **Remember this computer to save time resetting your password** — Check the box for the Patient Portal to remember the computer that you're using.  
**Note:** You should check this box only if you're using a private or personal computer. "Remembering the computer" makes recovering your password easier and quicker if you forget it. If you allow the Patient Portal to remember the computer, you will be prompted to answer only one security question, instead of three. (The Patient Portal considers detection of a remembered computer as one step in authentication.)
12. Check the **I accept the Terms and Conditions and Privacy Policy** box.
13. Click Continue.  
The Patient Portal Welcome page appears.