



Dear «Person_First_Name» «Person_Last_Name»,

Thank you for scheduling an appointment with **First Coast Dermatology**. We have adopted a new patient portal and will need you to register an account prior to your appointment. The patient portal registration process is as follows:

PLEASE PRINT THESE INSTRUCTIONS FOR REFERENCE

STEP 1: Go to www.mypatientvisit.com or click this link <https://www.mypatientvisit.com/#/login?practiceID=PKBPXK> to access our secure patient portal.

STEP 2: From the home page, under “Don’t have an Account?” click the “Create one here” link at the bottom of the screen.

NOTE: Even if you have a preexisting portal account (that is **not** specifically with mypatientvisit.com), you will still need to create a new account

STEP 3: If you do not have or do not wish to register with an email, click the orange “Register by Username” link. Fill in all Sign-In information in the provided fields and create a unique password for the account.

NOTE: The First/Last name you enter must match the name on your patient record

STEP 4: Read the full “Terms & Conditions” and click the acceptance checkbox. Click “Register.”

STEP 5: A prompt will appear if no email address was entered. Select either the “Go Back” (to enter an email address for your account) or “Proceed without Email” option. Select three Security Questions from the dropdown menus, input appropriate answers, and submit.

NOTE: Security questions **cannot be changed** once submitted

STEP 6: The “Connect to a Practice” page will appear.

STEP 7: Fill in the provided information fields on the page, such as Practice ID: **PKBPXK**, Patient’s Last Name, & the Security Code provided to you by our office.

NOTE: The system may autofill some of this information.

STEP 8: Click “Connect.”

STEP 9: Patient Dashboard will appear. From here, you can access tools and information via your secure patient portal. **Complete the check-in process by clicking the “Preregistration” button and review your demographics information by following the navigation bar at the bottom of the screen.**

*Please rest assured that all information provided is kept confidential, secure, and HIPAA compliant. Please call the office at **904-731-8300** if you have any questions.*

Sincerely,

First Coast Dermatology

