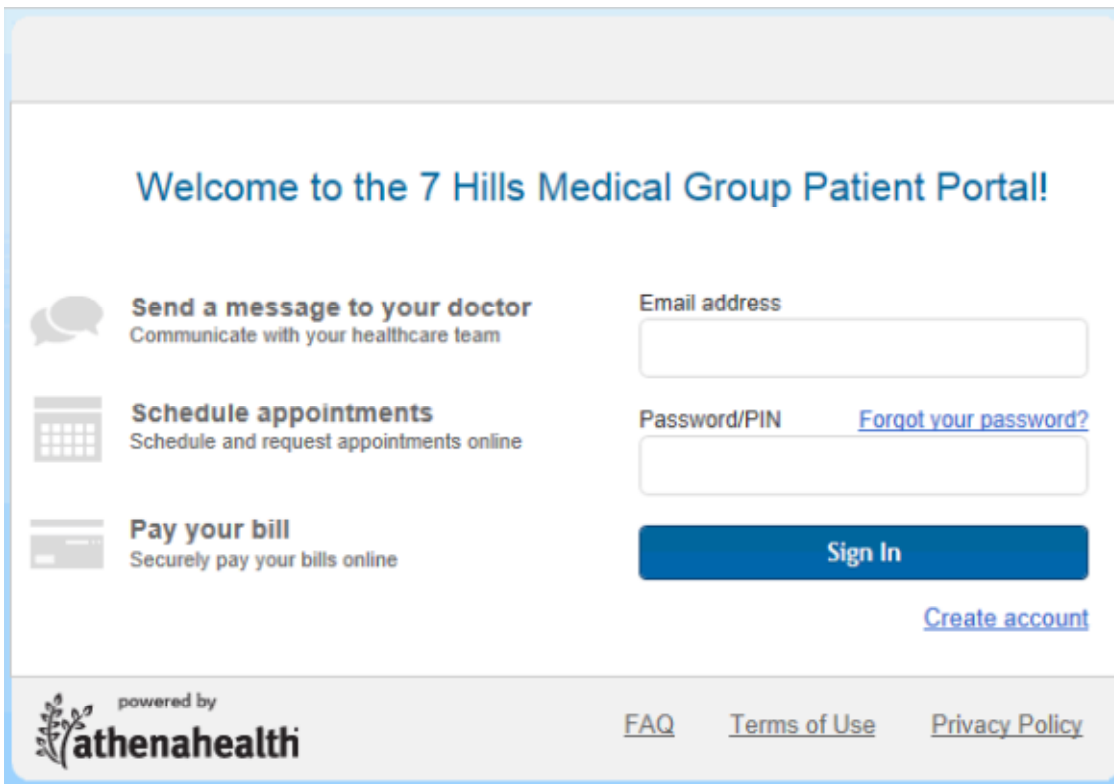


**PLEASE NOTE: WHEN YOU SIGN UP ON THE PATIENT PORTAL YOU ARE SIGNING UP AS THE PATIENT – YOUR CHILD. IF YOU HAVE MORE THAN ONE CHILD WHO IS A PATIENT AT OUR PRACTICE OR WOULD LIKE TO SIGN UP AS THE PARENT PLEASE CALL THE OFFICE SO THEY CAN SET YOUR ACCOUNT UP WITH THE FAMILY EMAIL. THAT WAY YOU CAN HAVE ACCESS TO ALL YOUR CHILDREN ACCOUNTS. YOU CAN ONLY USE A UNIQUE EMAIL ADDRESS ON ONE ACCOUNT, SO FAMILY ACCESS IS THE BETTER CHOICE FOR MULTIPLE PATIENT ACCOUNTS USING THE EMAIL ADDRESS.**

Go to <http://www.associatedpediatricpartners.com> and follow the link to log into the patient portal

### To create a new Patient Portal account

1. Display the Patient Portal login page.
2. Click Create account.
3. Enter your information (name, phone, email address, phone number, gender, date of birth, etc.).



The screenshot shows the login page for the 7 Hills Medical Group Patient Portal. The page has a light blue header with the text "Welcome to the 7 Hills Medical Group Patient Portal!". Below the header, there are three main service icons on the left: "Send a message to your doctor" (with a speech bubble icon), "Schedule appointments" (with a calendar icon), and "Pay your bill" (with a credit card icon). To the right of these icons are input fields for "Email address" and "Password/PIN", with a "Forgot your password?" link next to the password field. A blue "Sign In" button is positioned below the password field, and a "Create account" link is located below the "Sign In" button. At the bottom of the page, there is a footer with the "athenahealth" logo (powered by) and three links: "FAQ", "Terms of Use", and "Privacy Policy".

3. Enter your information (name, phone, email address, phone number, gender, date of birth, etc.). **THIS IS THE PATIENT INFORMATION UNLESS YOU HAVE SIGNED UP FOR A FAMILY ACCOUNT BY CALLING THE OFFICE, THEN YOU WOULD USE YOUR INFORMATION. ANY GIVEN EMAIL ADDRESS CAN ONLY BE USED ON A SINGLE USER ACCOUNT.**

**Step 1**  
Patient  
Information

## Create Account: Enter Patient Information

Please enter your information below.

First name \*

Last name \*

Email address \*

Phone \*

Gender \*

Male  Female

Date of birth \*



4. Click Continue .
5. Verify that the information you entered is correct.

**Step 1**  
Patient  
Information

## Create Account: Verify Patient Information

Please review your personal information before continuing.

First name

Release

Last name

Notes

Email address

██████████@gmail.com

Phone

(970) ██████████ 

Gender

Female

Date of birth

07/07/1977

Back

Continue



[FAQ](#)

[Terms of Use](#)

[Privacy Policy](#)

6. Click Continue .

7. Verify your identity by doing one of the following:

a. Select **Phone**.

- Enter the number at which to be called and click Continue .

The Verify Your Identity page appears.

- Answer the call, enter the code that is given to you on the Verify Your Identity page, and click Submit .

Select **Email**

Step 1  
Patient  
Information

## Create Account: Verify Your Identity

Due to the sensitive nature of the personal health information on this site, you are required to verify your identity before continuing.

How should we contact you to verify your account?

Phone

Phone: (978) 555-1234

Email

(978) 555-1234

Back

Continue



powered by

[FAQ](#)

[Terms of Use](#)

[Privacy Policy](#)

- Verify your email address is correct and click Continue .  
The Verify Your Identity page appears.
- Check your email and read the message that you receive. Then, on the Verify Your Identity page, enter the access code included in the email and click Continue .

Step 1  
Patient  
Information

## Create Account: Verify Your Identity

Due to the sensitive nature of the personal health information on this site, you are required to verify your identity before continuing.

Please enter access code

Back

Continue



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[Privacy Policy](#)

8. **Password** — Enter a password that meets the requirements.
9. **Confirm Password** — Re-enter the password to confirm it.

10. **Create Security Questions** — Select a security question and enter the answer. Repeat this step two more times, for a total of three security questions.

Step 1 Patient Information

Step 2 Set password

Step 3 Complete profile

Step 4 Add insurance policy

Step 5 Schedule first appointment

### Create Account: Set Password

Please create a new password for your Patient Portal account.

New password ▾

Confirm new password ▾

Your password must be between 8 - 20 characters long and contain at least three (3) of the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Symbols

**Note:** Your password cannot contain any part of your email address.

If you forget your password, you will be prompted to answer one or more of the following security questions to verify your identity.

Security Question 1 ▾

What is the name of your childhood best friend?

test

Security Question 2 ▾

What was your favorite place to visit as a child?

test

Security Question 3 ▾

On what street did your childhood best friend grow up?

test

Remember this computer to save time resetting your password.

Please read and accept the [Terms of Use](#) and the [Privacy Policy](#)

I accept the Terms of Use and Privacy Policy

Back Continue

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 only check this box 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 remember the computer, you will be prompted to answer only one security question, not three. (The Patient Portal considers detection of a remembered computer as one step in authentication.) You can also choose to verify your identity via email or phone call.

12. Click Continue .

13. If you are an existing patient of the practice, go to step 20. If you are a new patient, complete your profile, including your full address and other optional details, such as emergency contact, and click Continue .

[Return to Sign In](#)

Step 1  
Patient  
Information

Step 2  
Set  
password

Step 3  
Complete  
profile

Step 4  
Add insurance  
policy

Step 5  
Schedule first  
appointment

## Create Account: Complete Profile

Please enter your information below to complete your Patient Portal account profile.

Address line 1 \*

Address line 2

City \*

State \*

- Select -

ZIP Code \*

Step 4 appears.

14. Enter your insurance information, if necessary, and click Continue .

Step 5 appears.

15. Enter the Patient Portal.

## To update your password, security questions, or ResultsCall PIN

**Test and other results may be delivered by telephone to you. You will need a PIN number to access the results and can create and change your PIN on the portal.**

1. Log in to the Patient Portal.
2. Click **My Profile**.
3. Click **Test Results PIN** to set or change your PIN to retrieve test results via the phone.
4. **New PIN**— Enter a new PIN (5-13 digits).

## My Profile / Reset PIN

Your PIN is required to retrieve your test results via phone. Please keep PIN confidential.

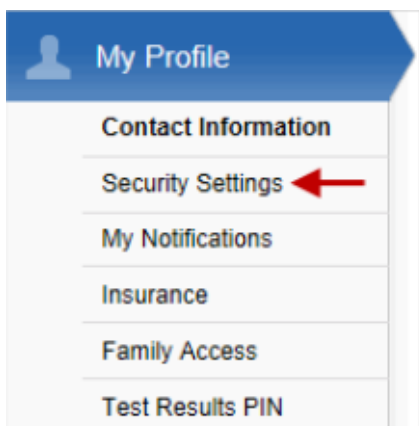
New PIN: \*  (5 to 13 numeric digits)

Confirm PIN: \*

Save

Cancel

5. **Confirm PIN** — Re-enter the PIN to confirm it.
6. Click **Save**.
7. Click **Security Settings** to change your password or security settings.



Your Security Settings page appears.

## John Doe's Settings

### Personal Information [Edit](#)

First Name:

Last Name:

DOB:

Email:

Home Phone:

Mobile Phone: None

### Update Password

Old password \*

New password \*

Confirm new password \*

Your password must be between 8 and 16 characters long and contain the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Symbols

**Note:** Your password cannot contain your email address.

### Security Questions [Edit](#)

What was your childhood phone number including area code?  
Answer hidden

8. On this page, you can:

- **Change your password** — Enter your current password, enter your new password, reenter your new password, and click [Update](#) .
- **Change your security questions** — Click [Edit](#), select new questions and enter the answers, and click [Save](#) .

### To reset your forgotten password

1. Display the Patient Portal login page.
2. Click [Forgot your password?](#).



Welcome to the 7 Hills Medical Group Patient Portal!

**Send a message to your doctor**  
Communicate with your healthcare team

**Schedule appointments**  
Schedule and request appointments online

**Pay your bill**  
Securely pay your bills online

Email address

Password/PIN [Forgot your password?](#)

**Sign In**

[Create account](#)

powered by **athenahealth**

[FAQ](#) [Terms of Use](#) [Privacy Policy](#)

3. Enter your email address that you use to log in to the Patient Portal and click Email Me .

[Return to Sign In](#)

Welcome to the 7 Hills Medical Group Patient Portal!

**Send a message to your doctor**  
Communicate with your healthcare team

**Schedule appointments**  
Schedule and request appointments online

**Pay your bill**  
Securely pay your bills online

To reset your password, enter your email address, then click **Email Me**.

**Email Me**

[Create account](#)

4. Check your email, read the message that you receive, and click the password reset link in the message.

5. On the Reset Password page, choose how to verify your identity:

- Receive a call at your home or mobile number.
- Answer one of your predefined security questions.

Click Continue.

6. Enter a new password that meets the requirements.

7. Re-enter the password to confirm it.

8. Click Continue to change your password and log in to the Patient Portal.

## Logging in to the mobile Patient Portal

Once you have gone through the one-time setup on the full Patient Portal site, you can access your account with your email address and password on the mobile Patient Portal. If you haven't completed the setup on the full Patient Portal site, then when you try to log in to the mobile Patient Portal, you will be prompted to set up an account on the full Patient Portal site first.