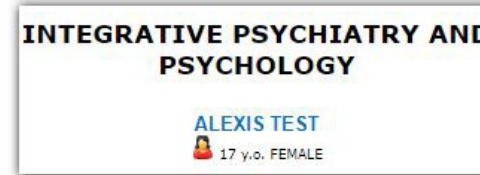
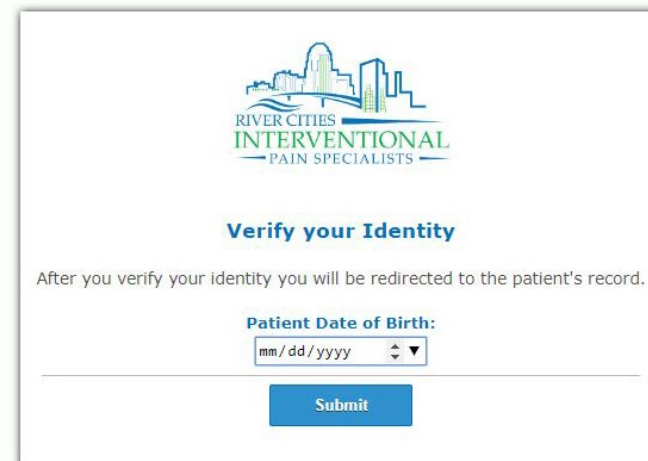


## Add New Practice to Your Established Portal

If the patient is already setup with myHealthspot Patient Portal through another practice they can add RCIPS to their account using the steps below.

1. Log into your portal and there will be a new practice listed like the image to the right. (If you do not see RCIPS as an option then contact the clinic).
2. You will notice that RCIPS has (Verification Needed).
3. Click on RCIPS and the next screen will ask to verify the patient identity. Enter your DOB here and click Submit. You will then be directed to your patient portal dashboard for RCIPS.
4. You are now able to switch between the practices in your portal without having to log out.

Please click on the name of the patient record you would like to view.

**Verify your Identity**

After you verify your identity you will be redirected to the patient's record.

**Patient Date of Birth:**

mm/dd/yyyy

**Submit**