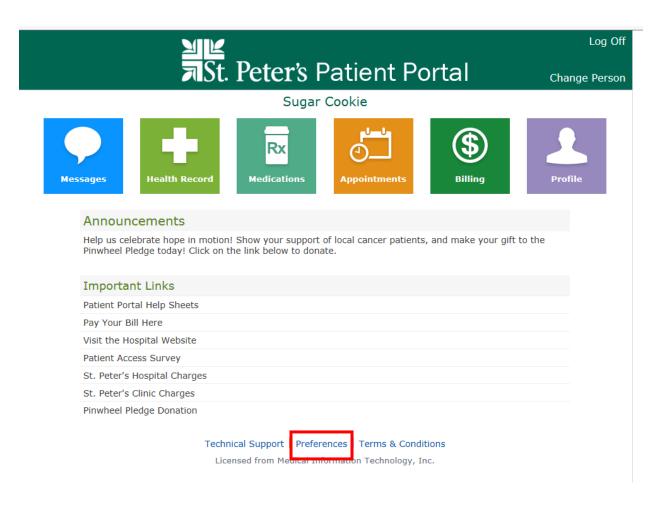# YOUR PREFERENCES

How To Update Your Preferences On The Patient Portal

This is where you can change your password, update the email address where you get Patient Portal notifications, manage email preferences, and choose which person's healthcare appears first on the Patient Portal if you have a healthcare proxy account.

Select > **Preferences** from the center-bottom of home page of your Patient Portal.
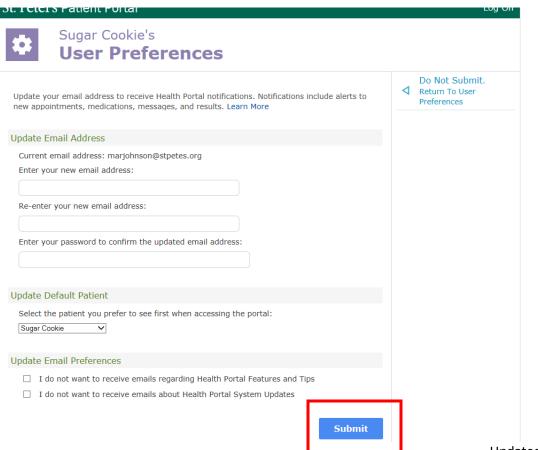
Please Note! If you would like to update the email address in your <u>medical record</u>, please Select > **Profile** at the top-right of your Patient Portal homepage. Changing your email address here in **Preferences** DOES NOT change the email address in your medical record. You must do that in a separate step in **Profile.**

1. Select > **Preferences**

2. Select > **Update User Preferences**

St. Peter's Patient Portal
Home | Log Off

Sugar Cookie's
User Preferences

View your communication and Health Portal access preferences. Select 'Update User Preferences' to request a change to your communication preferences and default patient or 'Change Password' to reset your password. Learn More

⚙️ Update User Preferences

🔒 Change Password

🖨️ Print

Communication Preferences
  Email Address for Notifications: marjohnson@stpetes.org

Email Preferences
  You will receive Email notifications regarding Health Portal Features and Tips
  You will receive Email notifications regarding Health Portal System Updates

Health Portal Access
  You have access to the following patients:
    ALIBABA
    AMOK,RUN
    BELLE ***confidential
    Campbell,Soup
    MAKO SHARK
    Shark,Fancy
    SHARK,GREATWHITE
    Sugar Cookie (Your default patient)

St. Peter's Patient Portal   Log Off

Sugar Cookie's
User Preferences

Update your email address to receive Health Portal notifications. Notifications include alerts to new appointments, medications, messages, and results. Learn More

◁ Do Not Submit.
Return To User Preferences

Update Email Address
  Current email address: marjohnson@stpetes.org
  Enter your new email address:
  [   ]

  Re-enter your new email address:
  [   ]

  Enter your password to confirm the updated email address:
  [   ]

Update Default Patient
  Select the patient you prefer to see first when accessing the portal:
  [Sugar Cookie   ▼]

Update Email Preferences
  ☐ I do not want to receive emails regarding Health Portal Features and Tips
  ☐ I do not want to receive emails about Health Portal System Updates

Submit

St. Peter's Patient Portal

Sugar Cookie's
User Preferences

Change your Health Portal sign on password below. Select 'Do Not Submit' to exit the Change Password wizard without saving. Learn More

Change Password

Password must:
- Contain no fewer than 4 character(s)
- Contain no more than 12 character(s)
- Contain no fewer than 2 numeric character(s)

Old Password

New Password

Confirm New Password

After clicking 'Submit', you must log off and back on again. You will not be allowed to continue until you do.

Submit

Updated 5/19/2017