Patient Portal Instructions

1) On your computer go to:
   www10.laurisonline.com/consumeraccess/index.aspx

   OR on your phone scan the QR code:

2) Enter the client's information under **"REGISTER"**
   a. Client Name: enter only the first and last name. And how it is listed on your insurance coverage.
   b. Date of Birth: if incorrect please let us know.
   c. Pin: this pin is given to you by staff: _____
      (Consumer Access PIN)
   d. Then click on **"register"** *(this box turns lite grey so if not clicked then it will not finish registering you)*

3) A menu will pop up and will ask for the following:
   a. It will already have the client's information at the top.
   b. Date of Birth – enter it again
   c. User Name – you create the log in name
   d. Password – you create a password and enter it twice.
   e. Enter your email address.
   f. Enter your phone number.
   g. Click on box to agree to the terms – it will turn grey.

4) Now you can go to **"Login"** and enter the User Name and Password that you created.

5) If you have documents to sign; you will see **"1 New Document to Review"** at the top.
   a. After clicking on the tab; press **"Click Here to Review Document"**
   b. Once opened, click on **"Get Signature"** under the correct signature party.
   c. Both client (if child) and guardian must sign before completing.
   d. Once all parties sign the document click on **"Update Form"** located at the bottom of the form. Then click **"OK"** when it pops up.
   e. The document will download as a PDF and you will have the option to print the document for your records.

6) All documents that you have signed will be located under the **"Reviewed Documents"** tab.

If your information on the main menu is incorrect, please do not hesitate to call our office and speak with the Administrative Assistant at your office location.

(Try NOT to send us messages through the portal because we will not be alerted to it)

Updated 1/5/2023