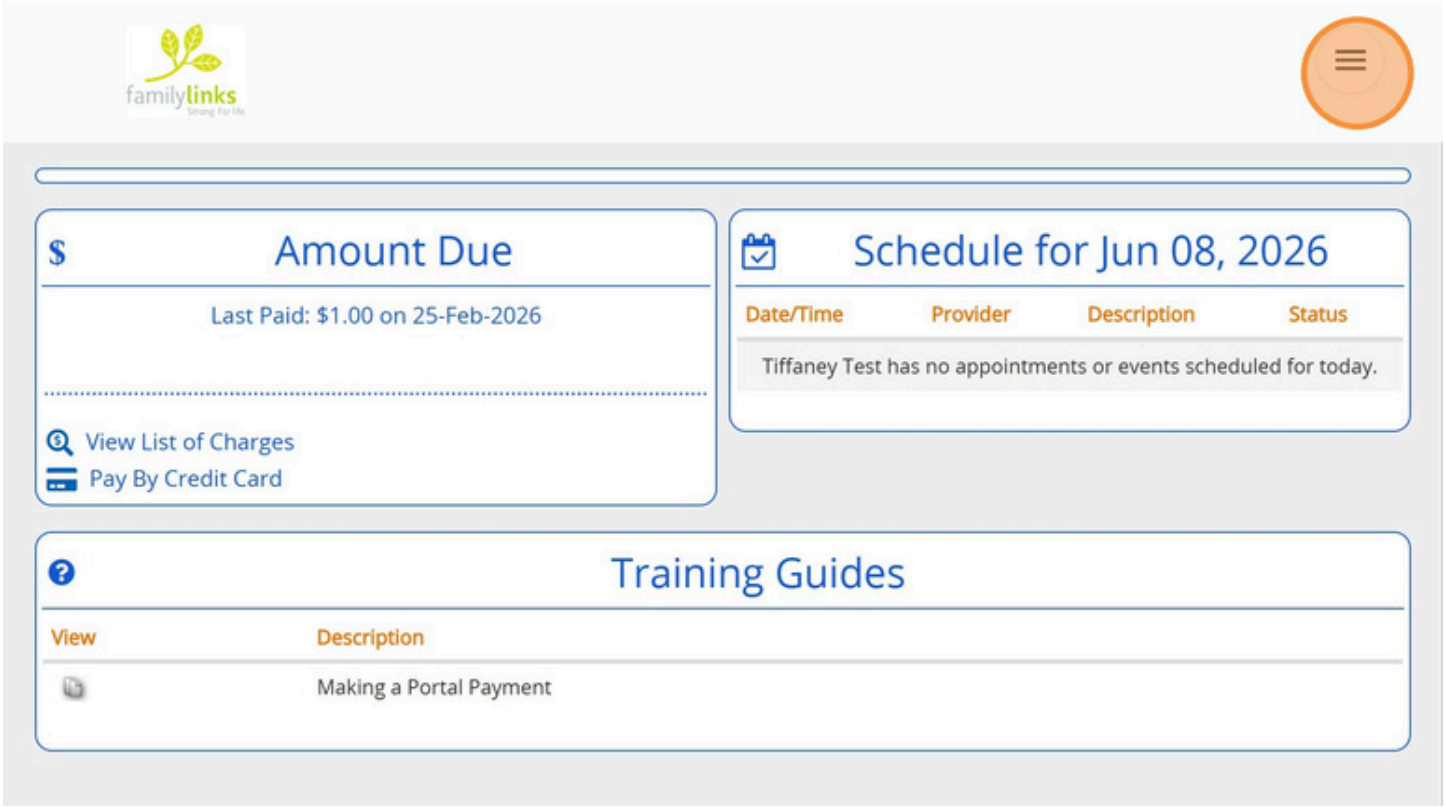
Welligent How To:

Completing a Document via the Patient Portal

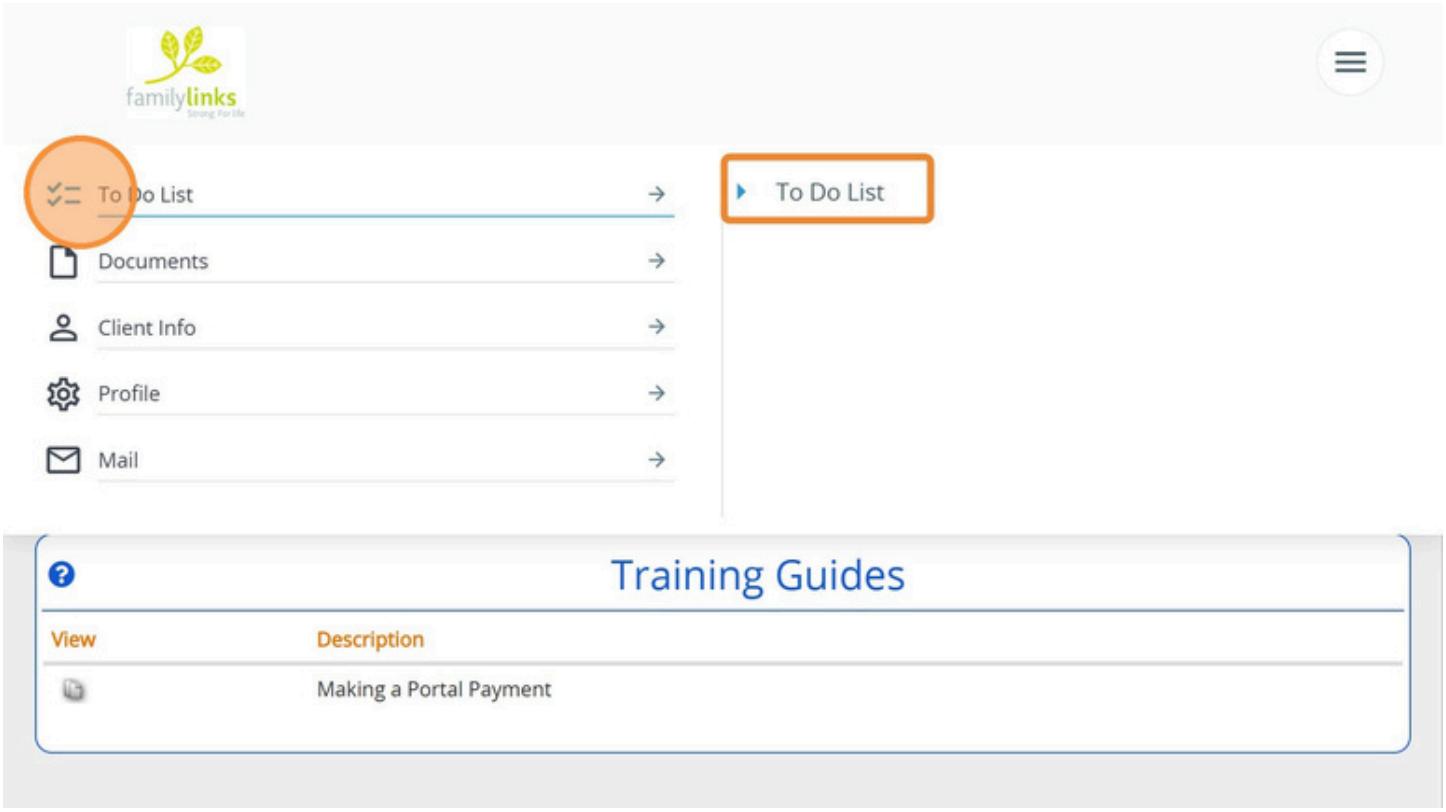
Step 1:

Click the menu icon at the top of your portal homepage.



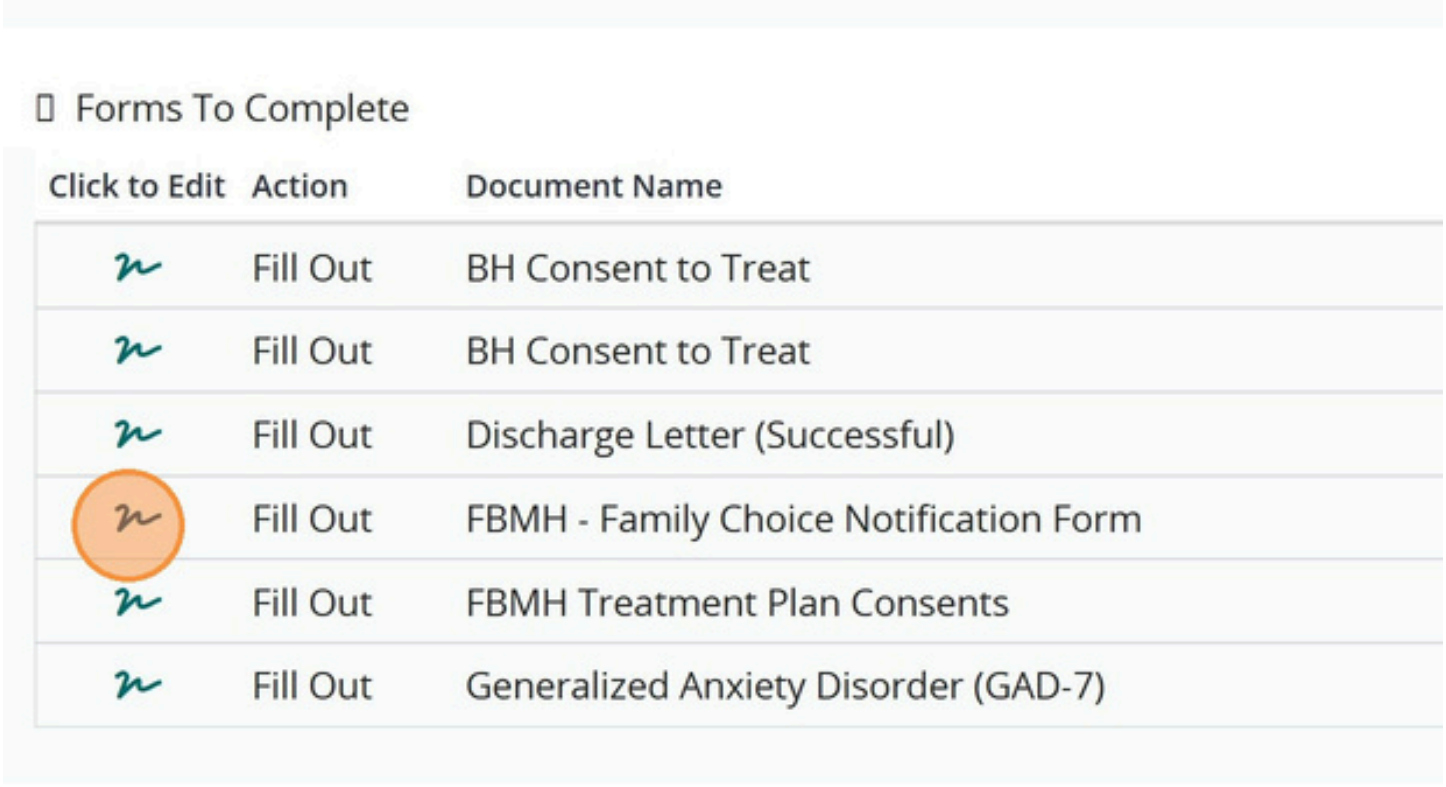
Step 2:

Click "To Do List”.



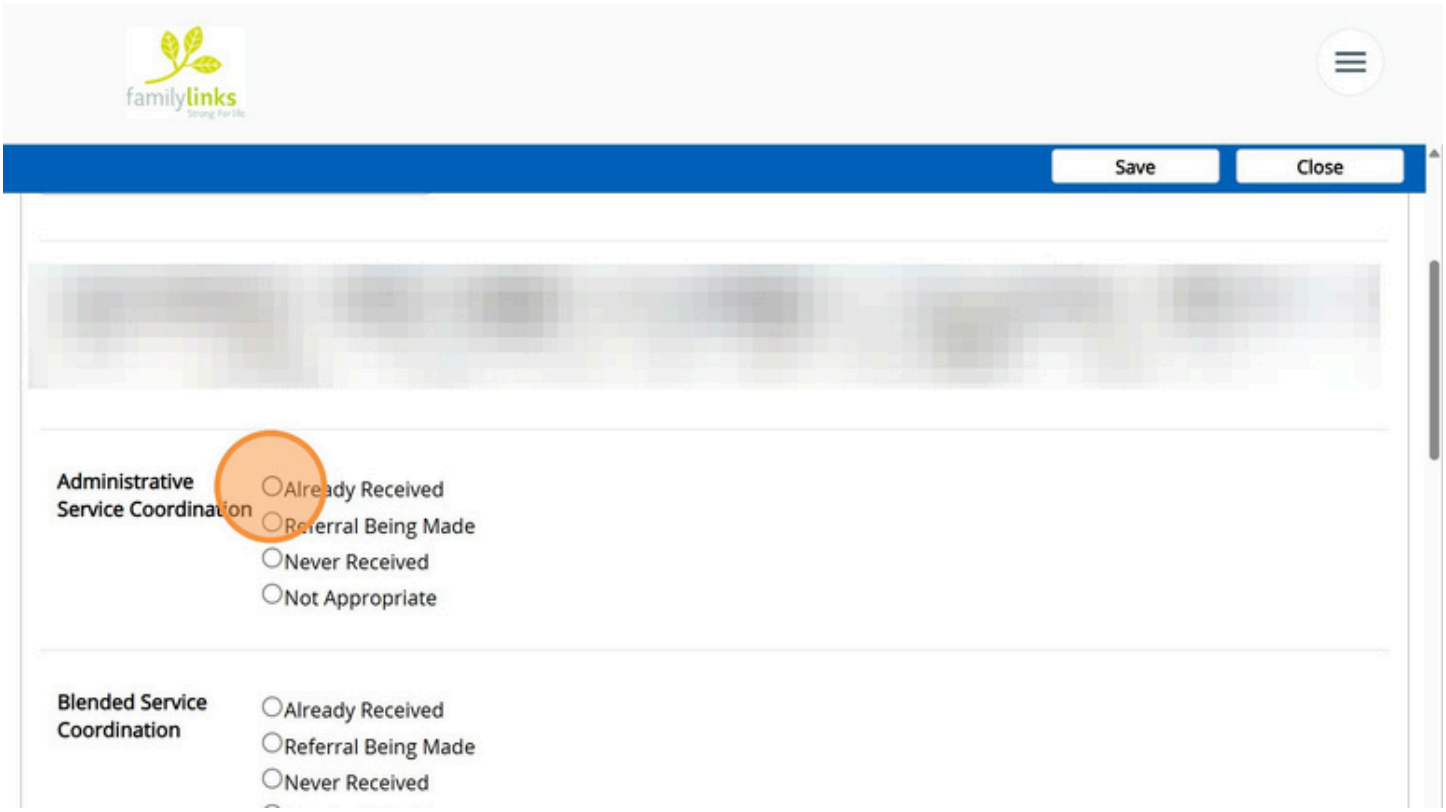
Step 3:

To complete a document, look for "Fill Out" in the Action column. Click the swiggle icon to complete the document and sign.



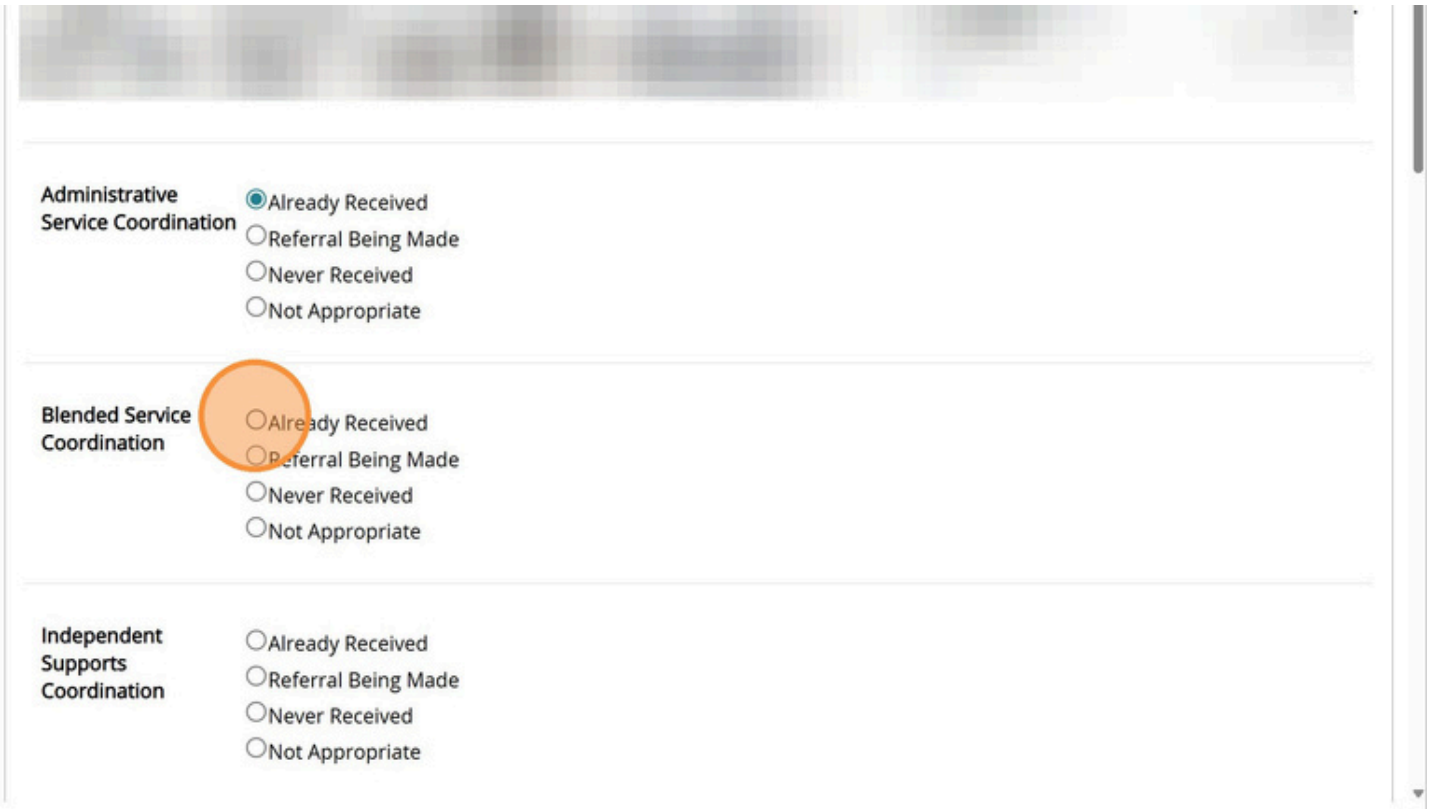
Step 4:

Form will pop-up on you screen for completion.



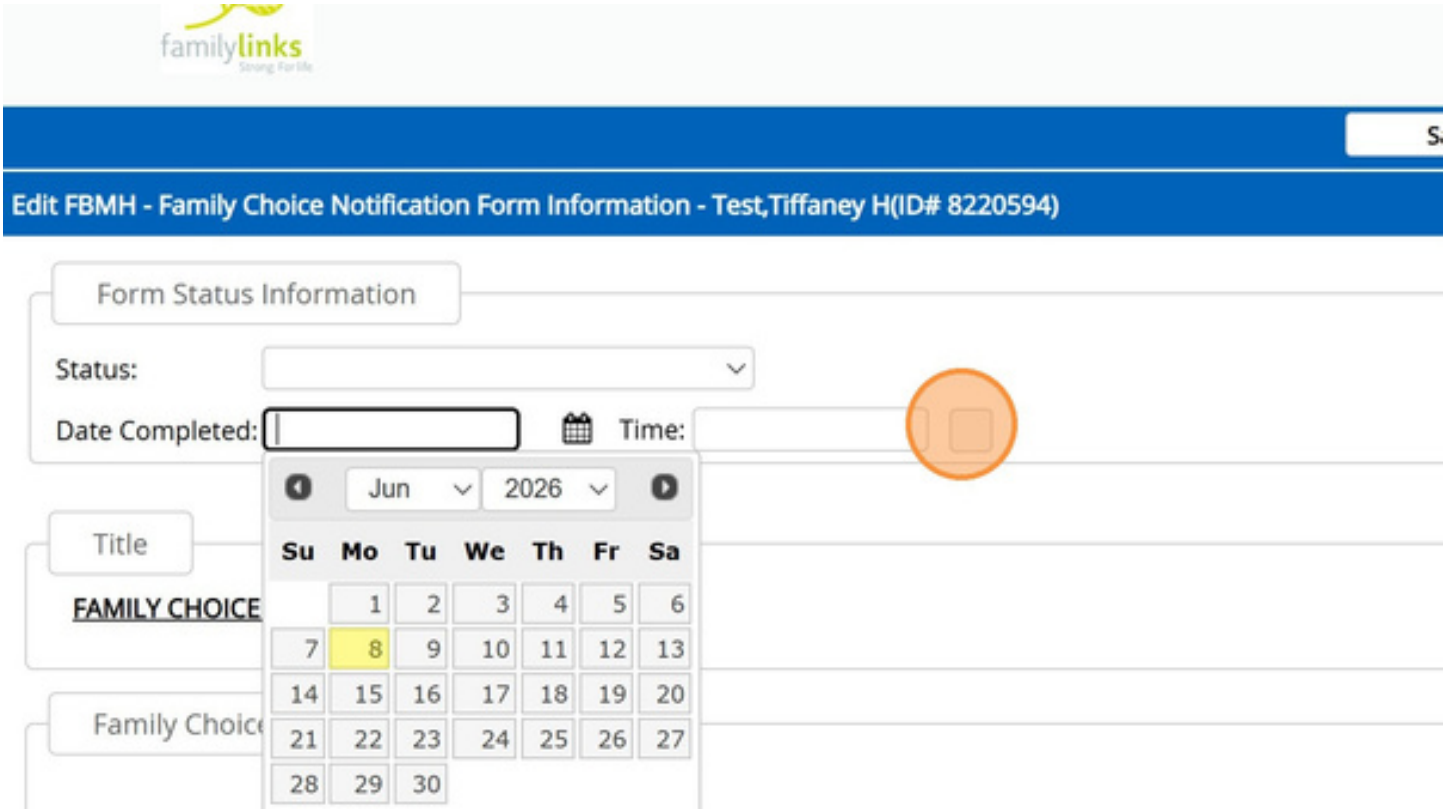
Step 5:

Items will show as text boxes, radio buttons, drop down menus or check boxes. Complete all questions.



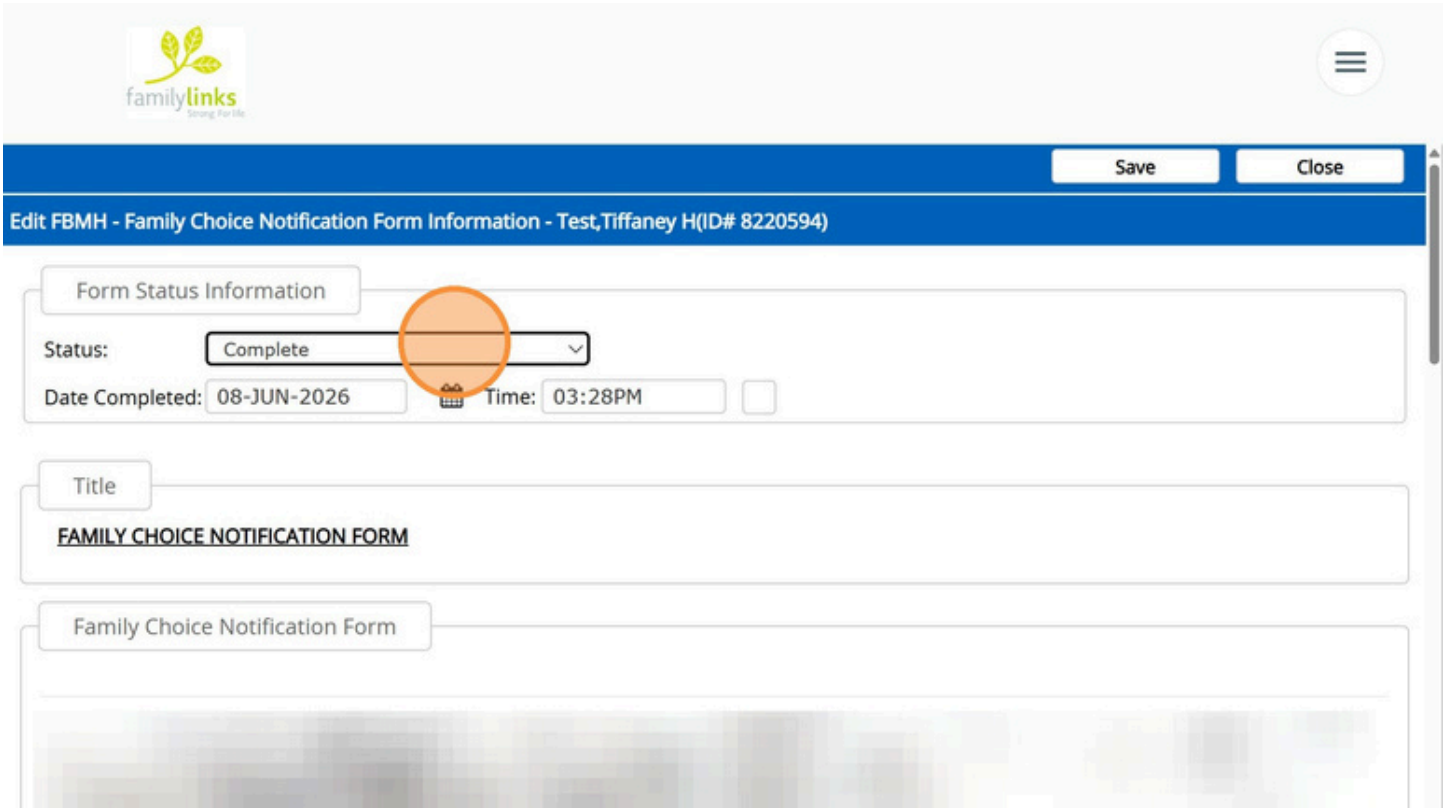
Step 6:

Click this check box to autofill the current date and time.



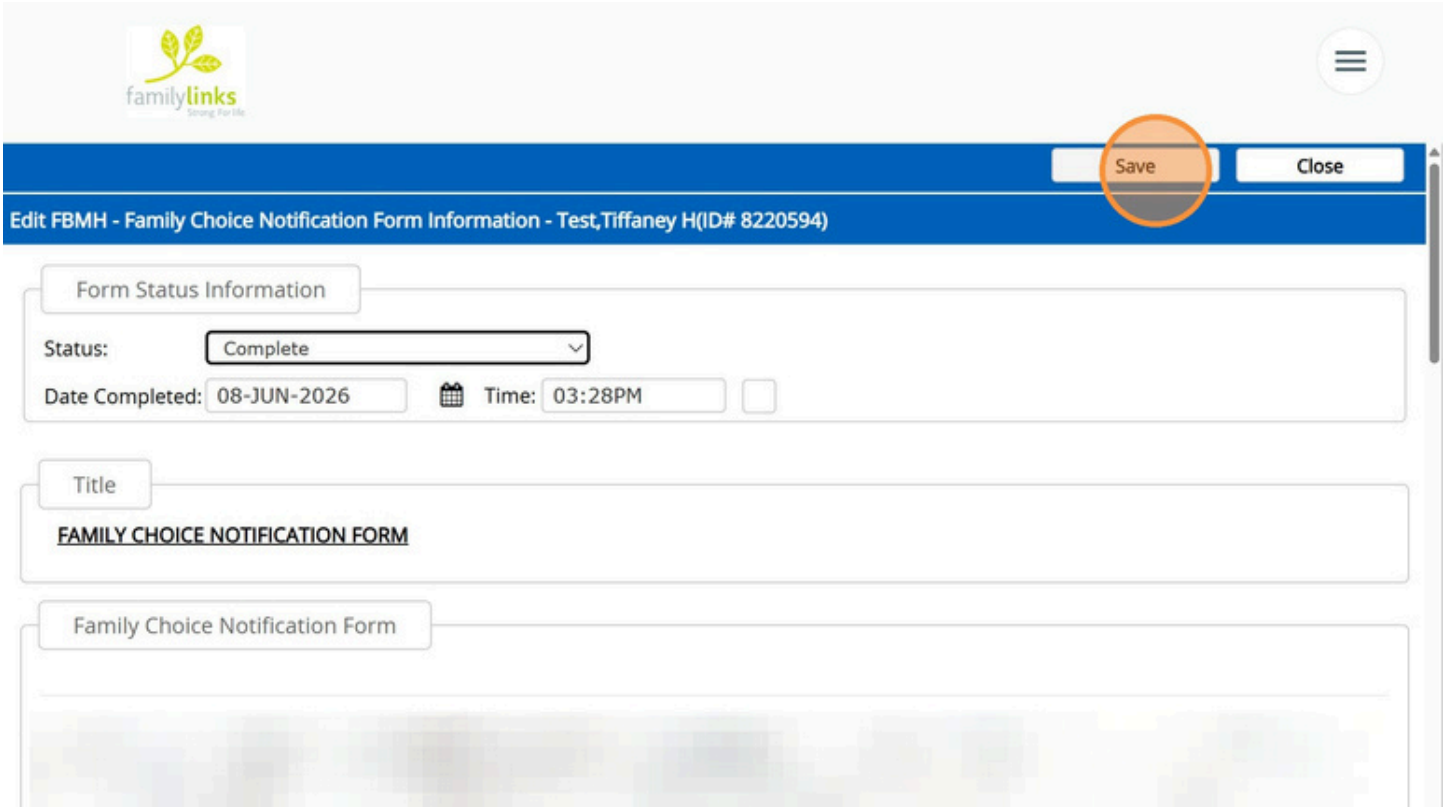
Step 7:

Select "Complete" from the Status dropdown menu.



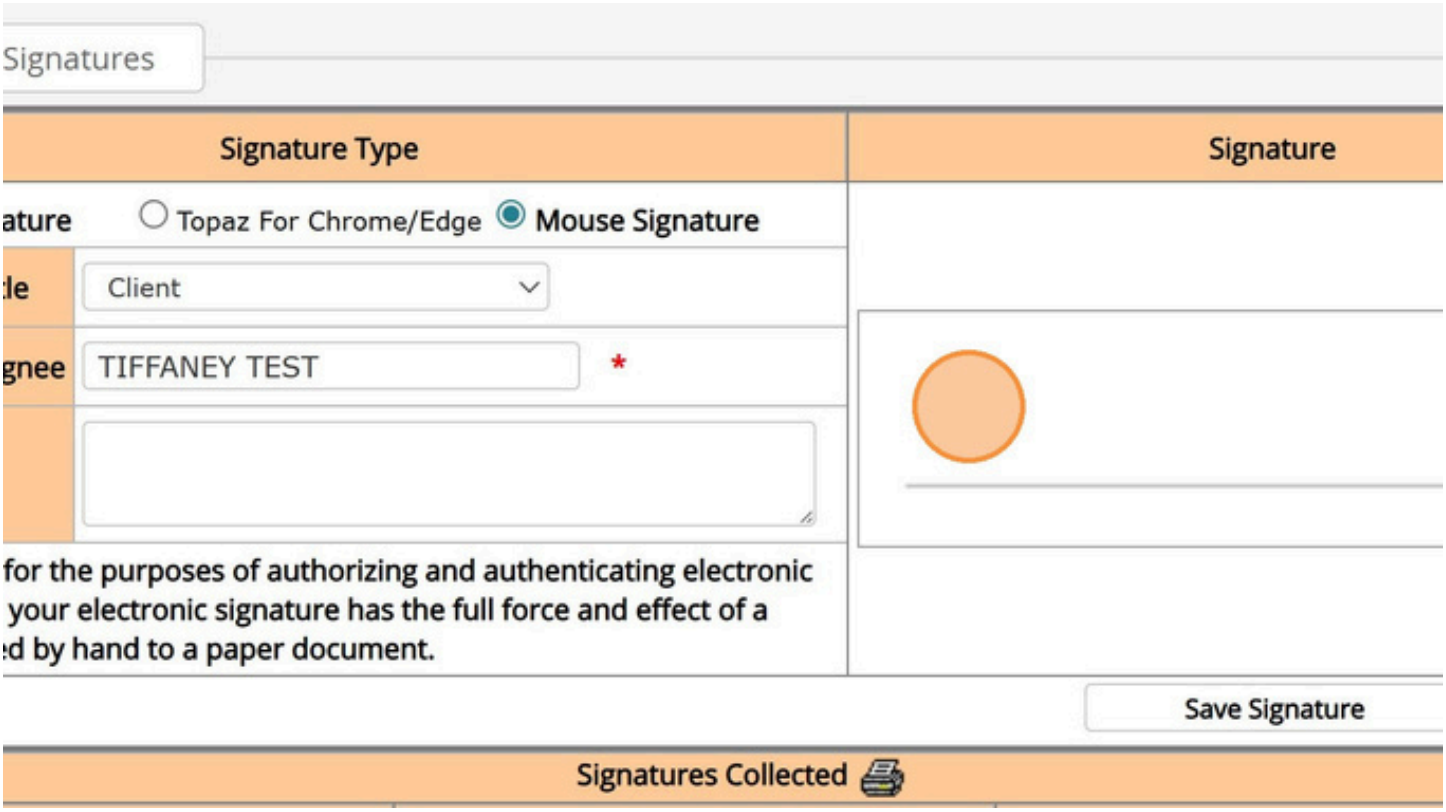
Step: 8

Click "Save".



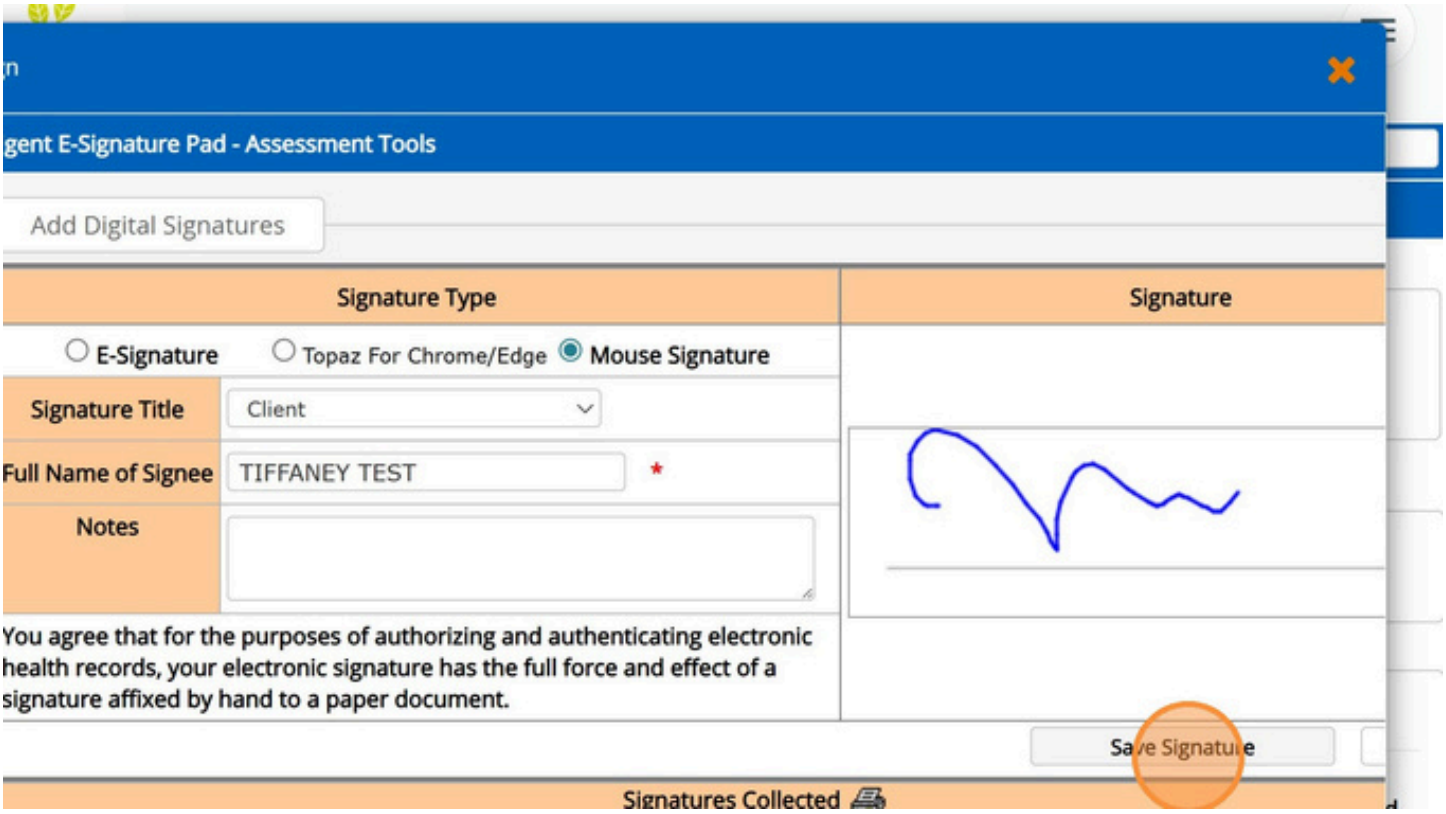
Step 9:

Draw your signature in the signature pad.



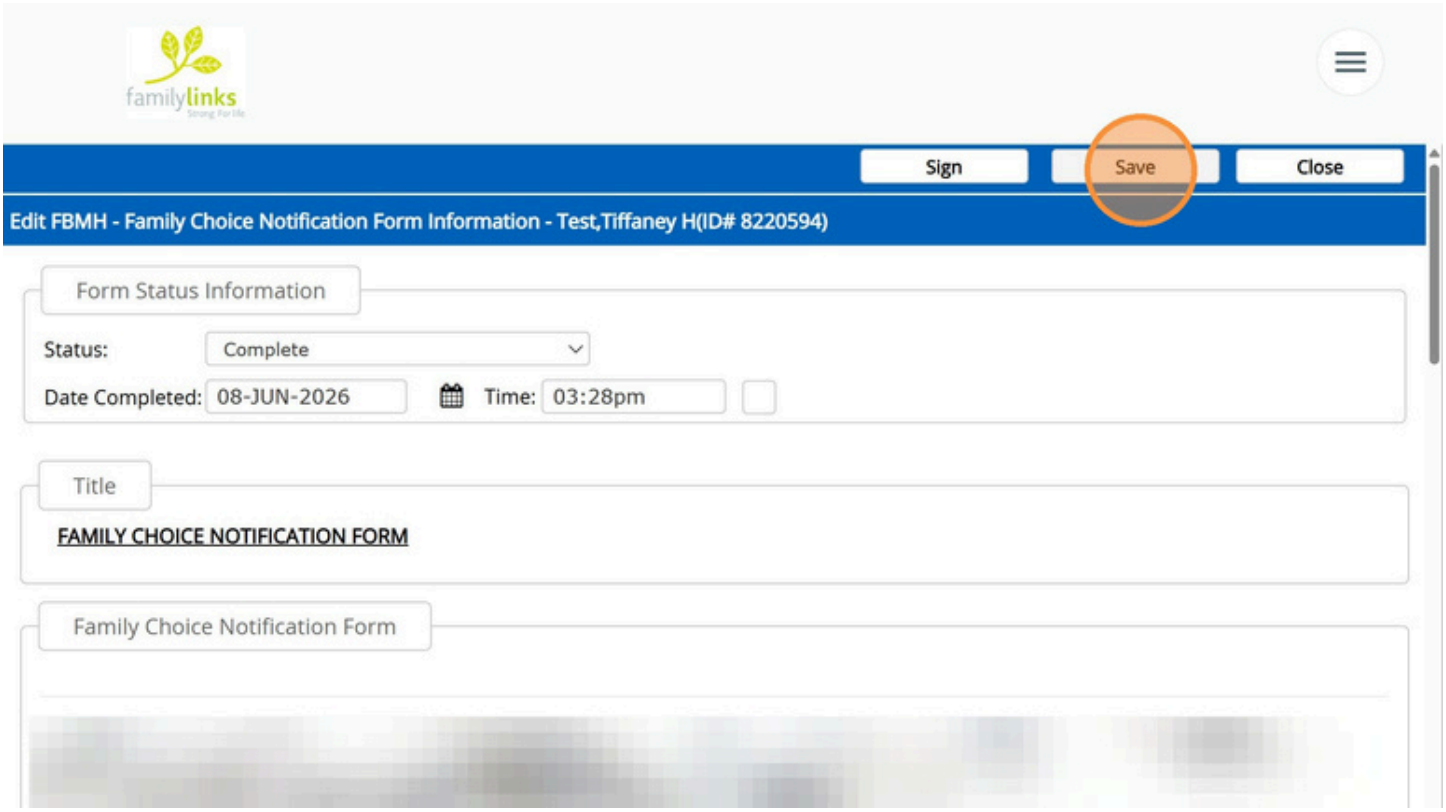
Step 10:

Click "Save Signature".



Step 11:

Click "Save".



Step 12:

Click "Close".