

## ***Activate your new Patient Portal account***

- 1) You will receive an invitation via email from South Bay Family Health Care to create an account on their new Patient Portal. When you receive the enrollment invitation email, activate your account by clicking **Sign Up!** in the email. You can also copy and paste the url into your web browser.

If you have not received an invitation email, but would like to sign up for a Patient Portal account, please call your clinic or the appointment center at 310-802-6170.

# **South Bay Family Healthcare Center**

To Our Patient:

South Bay Family Healthcare Center has made it easier for you to communicate with us online. Our password-protected website offers convenient features that can save you time. Creating an account is fast and easy!



**Sign Up!**

Once you've signed up for an account, you'll have 24/7 access to our convenient online services.

**Having trouble? Copy and paste this url into your web browser:**

<https://www.medfusion.net/southbayfamilyhealthcarecenter->

Thank you,

South Bay Family Healthcare Center

[Visit our website](#)

2) This will open a webpage where you will verify your details.

## Please Verify Some Information

Please enter your date of birth and zip code so that we can verify you.

ZIP code

Date of birth

  

Cancel

Continue

Enter your zip code and date of birth. Click **Continue** in the lower right corner.

3) The **Welcome! Create Security Details** page opens where you will set up your account security details.

## Welcome! Create Security Details

Thank you for joining the portal. Please create a password and answer a secret question.

User name

Secret Question

Password

Answer

Your password must contain 8-32 characters, include no common words, and fulfill three of the following:

- ✓ one capital letter
- ✓ one lower case letter
- ✓ one number
- ✓ one symbol (&%#@!?)

Phone

   Type 

Primary Location

By creating an account, I accept my health care provider's [Notice of Privacy Policy](#) and [the Terms of Service](#).

- a. In **User name**, type your desired user name.  
User name must be unique and have at least 6 characters. It can be a combination of alpha-numeric and special characters (without any space). The user name is not case sensitive.
- b. In **Password**, type the desired password. Password must contain 8-32 characters which should not include common words, and should fulfill any three of the following:
  - At least one uppercase letter (A-Z)
  - At least one lower case letter (a-z)
  - At least one digit (0-9)
  - At least one special character (&#%#@!?)
- c. In **Security Question**, select a security question for the account from the dropdown.  
**Note:** The selected security question is used for account verification while resetting the password.
- d. In **Answer**, type the answer for the security question.
- e. In **Phone**, enter phone number, and from the **Type** list, select the phone type.
- f. From the **Primary Location** list, select your primary practice location.
- g. Click **Enter portal** in the lower right corner. Your new Patient Portal account is now activated.

The Patient Portal home page will open and you can begin using your new portal account.