Client Portal User Guide

See all your appointments, sign documents, review current medications, and more.

CREATING YOUR ACCOUNT

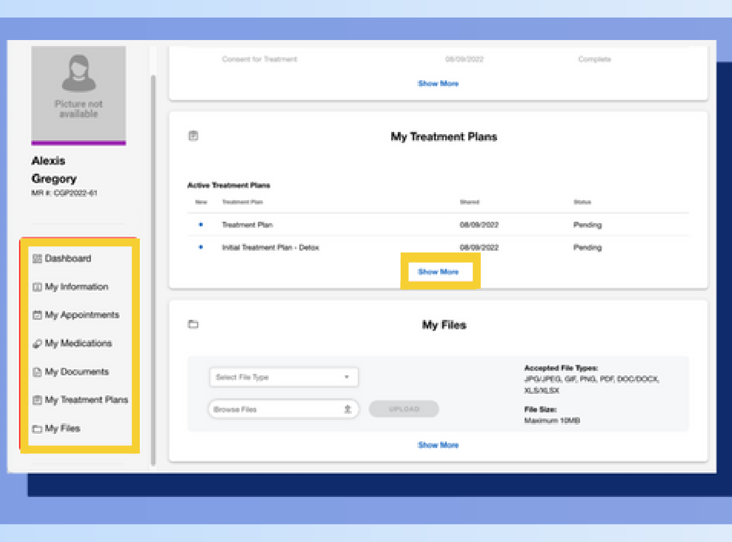
Register your portal account by following the instructions in the email invitation you received.

If you're having trouble locating the email, search for emails from portal@kipuhealth.com.

1. Click the **Register** link in the email you received.
2. **Create a password.** Passwords must be 8 characters in length, and have at least one upper case letter, one lower case letter, and one number or symbol.
3. Agree to the Terms of Service & Privacy Policy and click **Create.**
4. Log in with your email address and the password you created.

NAVIGATING THE DASHBOARD

Once you log in, you'll be directed to your dashboard. From this page, you can view your: Personal Information, Appointments, Medications, Documents, Treatment Plans, and Messages.

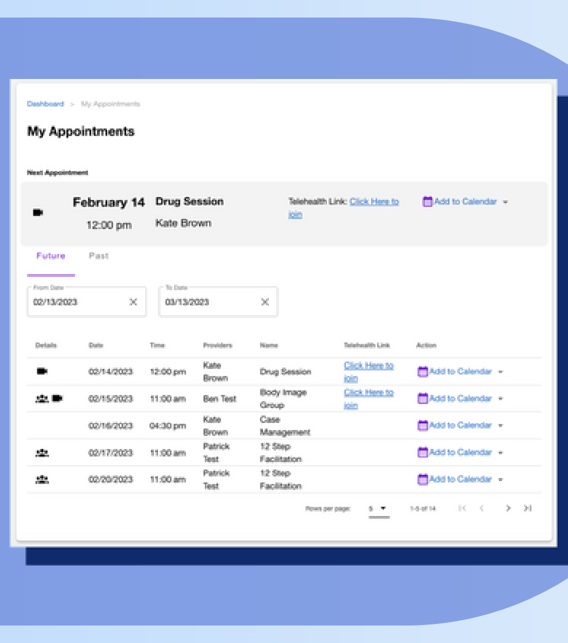


Open any section by clicking **Show More** on the related tile or selecting an item from the menu in the left sidebar.

My Information

Find all of your personal information including contact information and insurance.

My Appointments



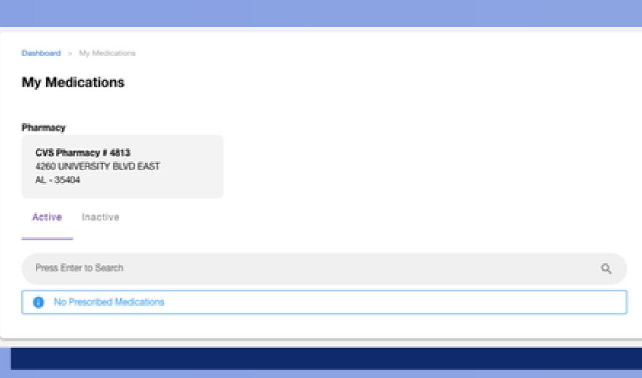
View your upcoming and past appointments or start telehealth visits.

Join any telehealth sessions from the **Click Here to Join** link.

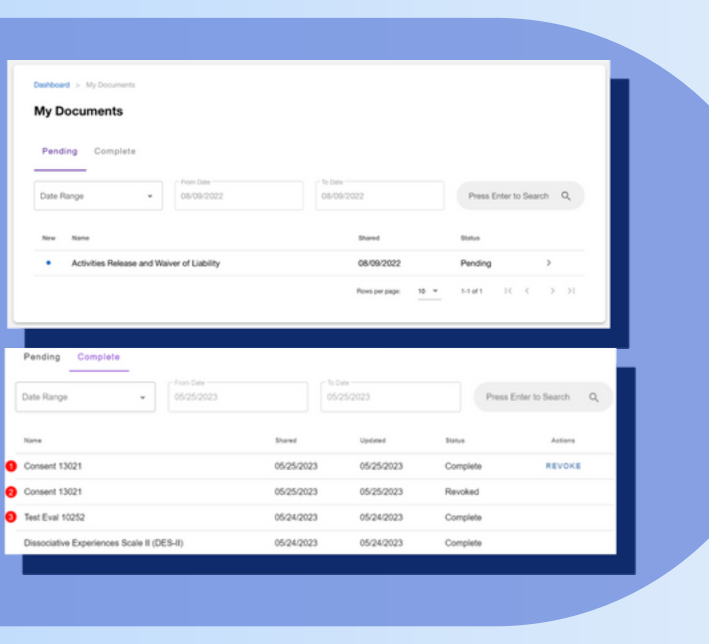
Use the **Add to Calendar** link to add the appointment to your personal calendar.

My Medications

View your default pharmacy and review active and inactive prescribed medications.



My Documents



Review and sign any documents your provider shares including consent forms, evaluations, etc.

A document labeled as **Pending** requires an action: review, complete, and sign.

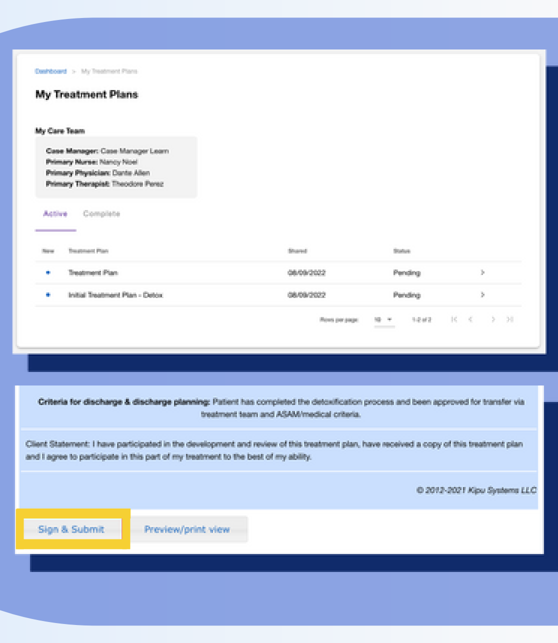
Click on the **Pending** to review. Then, use the **Sign & Submit** button to complete the form.

My Treatment Plans

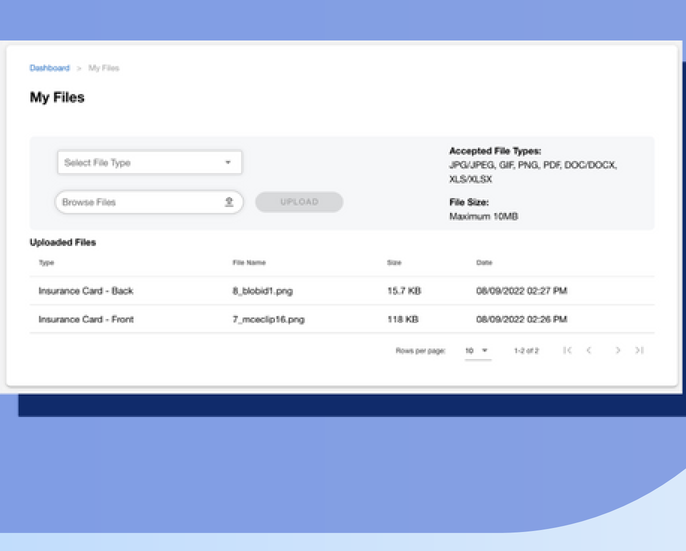
Review and sign your shared treatment plans.

Click on the **>** to open the treatment plan.

From this page, review the document and click **Sign & Submit.**



My Files



Upload any files, insurance cards, IDs, and/or photos requested by your provider. These will be shared with your treatment facility for inclusion in your patient record.

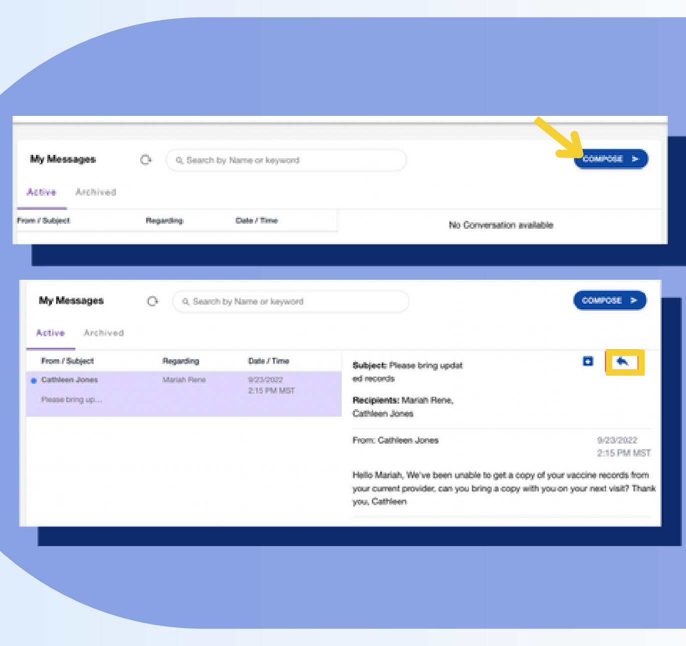
To add a file: select a **File Type,** locate the file from your computer, and click **Upload.**

My Messages

Compose messages to members of your care team by clicking on the **Compose** button.

Add a subject and write your message in the Message field.

You can also respond to messages from your care team by clicking on the **Envelope** icon.



Click on the message you wish to respond to, then click the respond arrow indicated below.

Enter your message then click the **Send** button.

For additional help or questions about navigating the client portal, contact our team by calling your Forge Health office.

FORGE HEALTH