



How to Self-Register Adult Patient - Age 18 or older

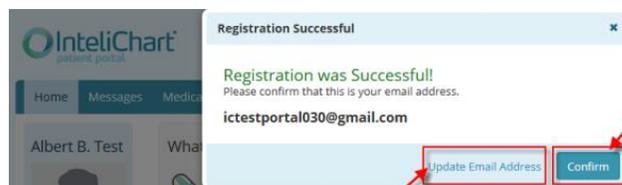
Self-Registering Without a PIN

To create a Self-registered Patient PORTAL account, visit our website at www.cnsa.com. Select the Patient Portal option at the top right.

1. Click **Create a Portal Account** tab
2. Enter **Email & Password** which will be used to access the Patient PORTAL
3. Select **“No PIN”** option
4. Enter Patient information (Date of Birth, Name, Gender, & Phone)
5. **Location Zip Code** – Select 100 miles in the dropdown list and 28204 to display a list of the local healthcare organizations including all of Carolina Neurosurgery & Spine locations (CNSA Office) and select your desired CNSA location from the dropdown list.
6. Select security question and enter answer (security question is used to reset password)
7. Select **No** to Add Child/Dependent(s)
8. Check the box indicating the Terms & Conditions have been read
9. Click **Continue**

The screenshot shows the Intelichart Patient Portal registration form. At the top right, there are links for 'Login' and 'Create an Account'. The main heading is 'Welcome to the Patient Portal'. Below this, there are instructions and a note about PIN registration. The form fields are: Email (with callout 2), Password (with callout 2 and a 'Hide' button), Register options (Self, Dependent(s), No PIN* with callout 3), Date of Birth (Month, Day, Year with callout 4), Name (First, Last), Gender (Male, Female), Phone, Location Zip Code (Within 5 miles, Zip Code, Select a Location with callout 5), Security Question (Select a Security Question with callout 6, For your protection, this will help us verify your identity in the future), Security Answer, Add Child/Dependent(s) (Yes, No with callout 7), and a checkbox for 'I have read and agree to the Terms & Conditions'. At the bottom are 'Cancel' and 'Complete' buttons.

After clicking **Complete** the Patient PORTAL opens with Email Confirmation pop up box. Patient will **Confirm** email address. **Update Email Address** can be selected to change the email address.



NOTE - Your request will be reviewed and authenticated by our practice before your health information will display in the Patient PORTAL.