

Coulee Family Medicine Clinic

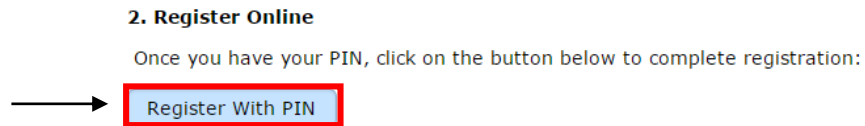
Existing Patient Registration Guide

NOTE: These instructions require a Personal Identification Number (PIN). If you do not have a PIN, you will receive one during your next clinical visit.

1. In your internet browser navigate to our Clinic Portal at <https://couportal.inhs.org>
Our homepage will display.
2. Click on the <Register Now> link located on the top left of the screen:



3. Click on <Register With PIN> button:



- a) Review the registration consent. Click <I accept> to continue setup.
- b) Create a New Account by setting up your Account Information, Login Information and Password Recovery. Click <Save> to continue setup.

4. a) Choose the first option if you are registering for a new personal account:

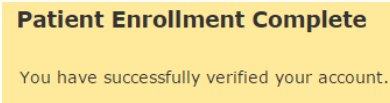
I have a PIN for my own chart and I have been seen here before or have an appointment.

If you are verifying identity of a family member, use <Edit Your Account> link (option 3)

Click <Next> when finished:

- b) Verify your identity using the information from your Pin Notification Letter (exact match to your current medical record). Click <Verify> when done:

If your account has been verified successfully, you will receive a following success message:



If you do not receive this message or have any issues during registration or have questions about the Medical Records you are seeing, please contact our Clinic Patient Portal Support at (509) 633-6244 or by email at portalsupport@cmccares.org.

Thank you!