

INFORMATION REQUIRED FOR WEBVIEW ACCESS

PATIENT: _____ CHART # _____

EMAIL ADDRESS: _____

WEBVIEW QUESTION: _____

WEBVIEW ANSWER: _____

Accessing your medical information online

Your access information

To access your medical information, navigate to the Web page listed below and then enter your assigned user name and password.

Web page: <https://webview.emds.com/tnc/>_____

Your user name: _____

Your password: fdsa1!

Logging in

To log in:

1. Go to the Web page listed above.
2. In the Username field, type your user name.
3. In the Password field, type your password.
4. Click the Login button. The patient chart page appears.

To view your chart information once you log in:

- On the left sidebar menu, click the item you want to view. The information appears in the center of the page.

Logging out and exiting

You should always log out of your online chart when exiting, especially if you are accessing the product from a shared or public computer.

To log out:

- Click the Logout link that appears at the top left side of the page. The login screen will appear, verifying that you logged out successfully.

PASSWORD INSTRUCTIONS

To logon (if you are new patient):

1. Go to the Login page.
2. In the Username box, type your user name.
3. In the Password box, type your password. All passwords display as asterisks (*) when you type them in.
4. Click the Login button.
5. The application requires you to enter a new password, type your new password in the New Password box and again in the Re-enter New Password box.
6. Click the Login button. The patient chart page opens.

To logon (if you are an existing patient):

1. Go to the Login page.
2. In the Username box, type your user name.
3. In the Password box, type your password. All passwords display as asterisks (*) when you type them in.
4. Click the Login button. The patient chart page opens.

Note: If you type in your Login incorrectly more than 5 times you will have to contact your provider to re-set it before you will be allowed into the system.

To reset your password:

Depending on your provider's security set up you will receive a periodical reminder to re-set your password. You can re-set your own password by following the steps below:

1. Go to the Login page.
2. Select the Change My Password check box.
3. In the New Password box, type your new password.
4. In the Re-enter New Password box, type your new password again.

Notes:

- If you are voluntarily changing your password (it has not been re-set by your administrator or expired) and you cancel out of the process you will go directly into the Web View system.
- The system administrator restricts what may be used as a password. These settings include:
 - A minimum length for a password. The minimum may be from 6 to 16 characters.
 - Prohibiting a new password matching a recently used password. This is set to prohibit matching up to the last five passwords used.
 - Requires a password to have at least one letter and one number.
 - Requires a password to have at least one character that is not a letter or a number. This requires using at least one symbol such as @, &, and ^.
 - Prohibits a password from containing the user log on name.
 - Password is case sensitive.
 - The re-set password option is not allowed for providers. Contact your administrator to re-set your password and follow the instructions below.

To reset your password if your provider or administrator has reset it for you:

If you contacted your provider to reset your password for you then follow the steps below.

1. Go to the Login page.
2. In the Username box, type your user name.
3. In the Password box, type the password that was provided in your e-mail.
4. Click the Login button.
5. The application requires you to enter a new password, type your new password in the New Password box and again in the Re-enter New Password box.
6. Click the Login button. The patient chart page opens.

Note: You may use the Cancel button if you choose to abandon getting into Web View at this time and the Login page will appear. Repeat the above steps when you are ready to select a new password.