



## Quick Tips: Proxy (Family/Friend) Enrollment Instructions

To enroll into *My Health My Way* Patient Portal as a Proxy, (Family/Friend) please contact the Ontario Shores Health Information Management Department (HIM):

Phone: 905-430-4061

Email: [myhealthmyway@ontarioshores.ca](mailto:myhealthmyway@ontarioshores.ca)

1. You will need to provide Health Information Management (HIM) with the following information, (in person or via email):
  - a. Valid Government ID
  - b. Legal documentation form for the consent/use/disclosure of PHI to help with patient care OR signed form by the patient for access
  - c. Signed form to request access to Ontario Shores' HealthCheck by the patient
  - d. Valid email address
2. The Health Information Management (HIM) department will sign you up and you will be emailed a one-time login ID and password and a link to the *My Health My Way* Patient Portal. This is valid for 72 hours.
3. Select the link and sign in using the one time login ID and password.

A screenshot of a login form with a light gray background. It contains two input fields: 'Logon ID:' and 'Password:'. Below the 'Logon ID:' field is a blue link labeled 'Forgot Logon ID?'. Below the 'Password:' field is a purple link labeled 'Forgot Password?'. At the bottom center of the form is a blue button with the text 'Log On' in white.

4. Once logged in, you will be prompted to create a new user ID, a new password and set up your security questions.
5. You are now enrolled into the *My Health My Way* Patient Portal and can view personal health information for the patient.