

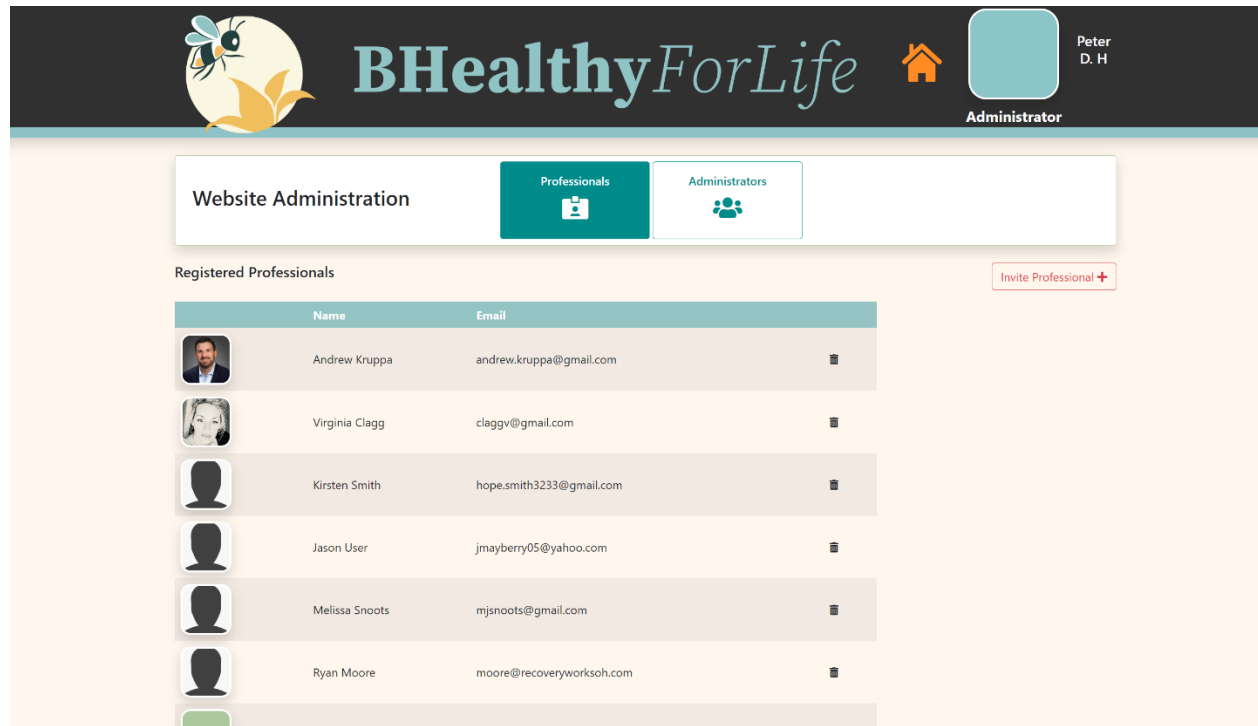
BHealthy For Life How-to

MANUAL FOR CREATING USERS

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- How-to Invite Professionals

1. At the login screen enter the credentials associated with the Administrator account
2. You will be navigated to the Administrator screen.



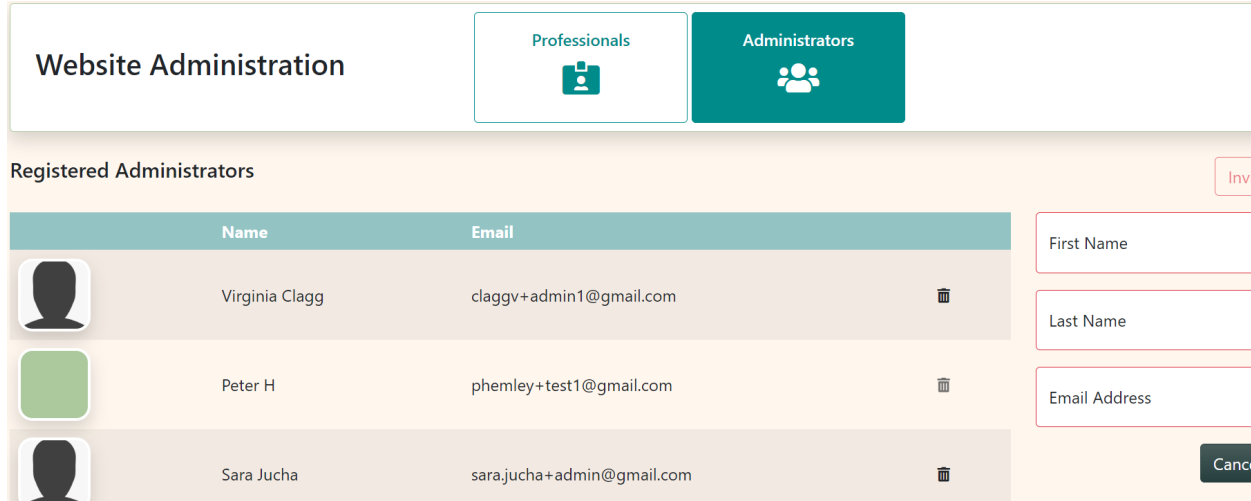
3. From this screen you can view the Registered Professionals or Administrator by clicking the tiles
 - In order to remove a Professional select the garbage can next to the appropriate name.
4. Create and Invite a Professional select the Invite Professional button (this is located in red on the right)

The screenshot shows the "Invite Professional" form. It has a title "Invite Professional +" in red. Below the title are three input fields: "First Name", "Last Name", and "Email Address". Each input field has a red exclamation mark icon to its right, indicating a required field. At the bottom of the form are two buttons: "Cancel" and "Submit".

5. Fill in the appropriate information and click submit. This will automatically create Professional account and send the user and invite via email.

- **How-to Invite Administrators**

1. Click the Tile that says Administrator.
2. Next click the Invite Administrator +.



3. Follow the same procedure for creating the Administrator as was done with the Professional.

- **How-to Invite Patients**

1. Login using a Professional account.
2. Click the Patient Portal icon



3. You will be prompted with the Patient Portal screen this will allow for inviting of patients to the logged in Professional.

Find a Patient 

Invite A New Patient

First Name

Last Name

Email Address


Cancel Submit



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Last Login: Aug 4 2023

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