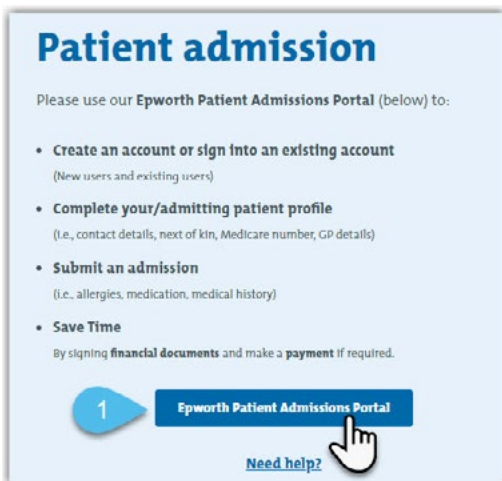# Create an account

To access the Patient Portal, click this link **patient.epworth.org.au** and follow the steps below.
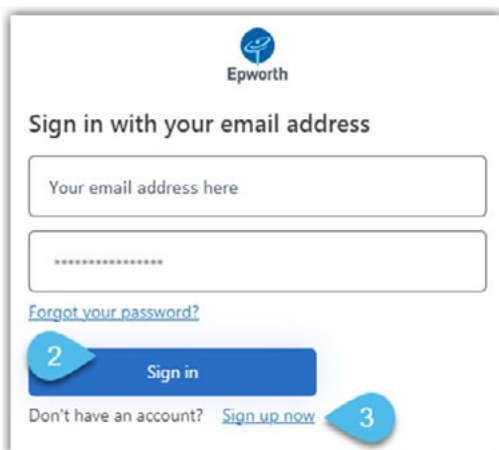We recommend the use of the Chrome browser on all devices.

Sign up

> If you are under 18 years of age, you will need a guardian to sign up as your account owner.

1. Click **Epworth Patient Admissions Portal**

Patient admission

Please use our **Epworth Patient Admissions Portal** (below) to:

- **Create an account or sign into an existing account**
  (New users and existing users)
- **Complete your/admitting patient profile**
  (i.e., contact details, next of kin, Medicare number, GP details)
- **Submit an admission**
  (i.e., allergies, medication, medical history)
- **Save Time**
  By signing **financial documents** and make a **payment** if required.

Epworth Patient Admissions Portal

Need help?

2. If you already have an account, enter your email address, password and click the **Sign in** button.

Sign in with your email address

Your email address here

Forgot your password?

Sign in

Don't have an account?   Sign up now

> Use the **Forgot your password?** link to reset a forgotten password.

3. If you are a **new user**, create a Portal account by clicking the **Sign up now** button.

4. Enter your **email address**.

Verification is necessary. Please click Send button.

Your email address here

Send verification code

5. Click the **Send verification code** button once *(clicking more than once will expire your first verification code sent)*.
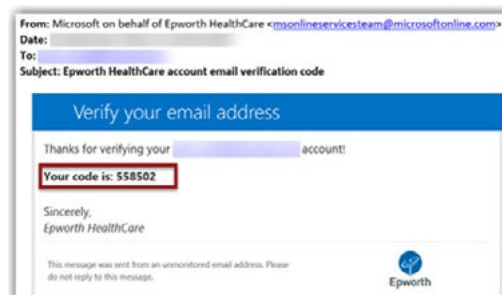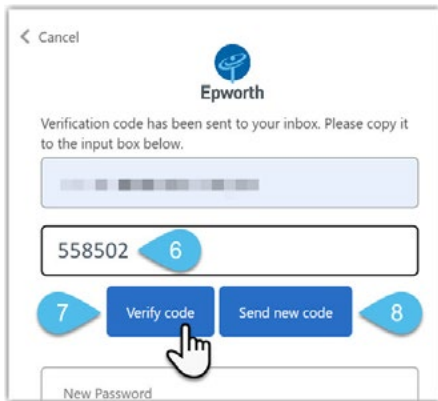
> 💡 **Verification tips**
>
> Keep the Epworth Patient Portal page open during the email verification process or you will have to start again.
>
> Use another web browser window or your phone to view the email. Check your spam or junk folder if you cannot locate this email.

A **6-digit verification code** will be sent to the email address you entered *(verification codes expire after 3 minutes)*.

From: Microsoft on behalf of Epworth HealthCare <msonlineservicesteam@microsoftonline.com>
Date:
To:
Subject: Epworth HealthCare account email verification code

Verify your email address

Thanks for verifying your _____ account!

Your code is: 558502

Sincerely,
Epworth HealthCare

This message was sent from an unmonitored email address. Please do not reply to this message.

6. Enter the **6-digit code**, as indicated.

7. Click the **Verify code** button.

Once you receive your verfication code via email you have only **three minutes** to enter the code.

8. If your verification code has expired, click the **Send new code** button.

9. You will then be prompted to create a **password** and enter your **Given/First name** and **Surname**.

Password tips

Your password must have at least 8 characters. It requires a lower case, an upper case and a number or a symbol.

10. Click the **Create** button
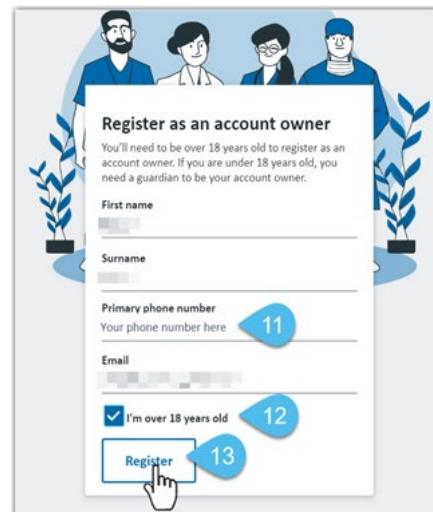
Add an account

Next step is to create a basic Portal account.

The account owner creates a basic Portal account before adding any patient/s and admission information.

The Account owner receives all communications via email for all listed patients and admissions on their Portal account.
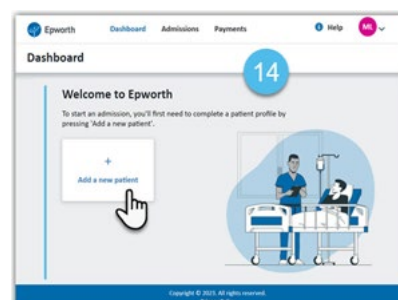
The **First name/Surname** and **Email** fields will prefill your data entered from the previous screen.

11. Enter your **Primary phone number**.

12. Select the '**I'm over 18 years old**' checkbox.

13. Click the **Register** button.

Your new account dashboard (home page) will display.

14. A **Welcome to Epworth** page will display the first time you create an account prompting you to complete a patient profile. The patient could be yourself or another person that you care for.

Next Step: Add patient and upcoming admission details to your Portal account.
View our other user guide **Complete an online admission pdf**.