Go to our website, **ComprehensivePainSpecialists.com** Click on Access the Portal to create a CPS portal account.

Please also note the banner at the bottom of the Comprehensive Pain Specialists' website Home Page where additional information and updated information can be found.



Clicking on "Access the Portal" will take you to the Home Page for the CPS Portal. See below picture of the Home Page for the CPS Portal. To create a new account, click on <u>sign</u> up today, found at the bottom of the CPS Portal Home Screen.



Clicking on <u>sign up</u> today will take you to the below screen. You will now be asked to enter your personal data, including your phone number and email address. Please enter all data requested, check them for accuracy, and then click continue.

Create Account		 Enter information 	2
Patient Information			
First name *	Last name *		
john	doe		
Date of birth *		Gender *	
January 🗘 1 💠 2	000 \$	💿 Male i Female	
Email *			
johndoe@gmail.com			
Phone * Is	this a mobile p	bhone? *	
(202) 460 2492	Yes 💿 No		

You will now be asked to verify your identity and will see the below screen. Click on the option that will allow you to get your verification of your choice, either phone number or email.

	Return to Sign In
Create Account 1 Enter in	formation 2 Verify identity 3 Set password
Verify Your Identity	Enter Temporary Passcode
To protect your personal health information, we will send a temporary passcode to your phone.	We will call you with a temporary passcode in the next 90 seconds. Please enter those six numbers below.
How would you like us to send the temporary passcode?	
Email johndoe@gmail.com	
Call (xxx) xxx-3182	
Back Send Code	

If you click on "call my number" option, you **must** answer the phone when it rings. It will be very soon after you click the green **send code** button.

If you email, you will receive your email within 90 seconds of when you send the code.

The email is sending from this name, **Inc**, not Comprehensive Pain Specialists, see my yahoo email example below, please make sure you are looking for the name **Inc** in your email.

yahoo/mail	Find messages, documents, p	hotos or people	
Compose		🆬 Archive 🔚 Move 💼 Delete 🥸 Spam 🚥	Sort 🗸
Inhoy 000.	Today		
Unread	Spirited Bliss	Sommon Objects That Are About To Be Obsolete With technology on the r	Ad 🗸
Starred	lnc	★ Complete Patient Portal Registration with Comprehensive Pain Specialist	12:08 PM
		the second secon	~

Please make sure to check all your email folders for this email. It may not be in your Inbox folder, but your **clutter** folder, **spam** folder, and **junk** folder. Please look for these folders in your email and check these folders for the email verification from **Inc**. The folders are found on the left side of your email, see below examples of these folders in my emails.

yał	noo!mail	Find mess	ages, docu
	Compose	← Back ↔	•
Inbox	999+	 Comp 	lete Patie
Unread	t	🔥 = 1	nc <info@pa< th=""></info@pa<>
Starre	d	T	o: contessaj
Sent		<	External in
Archiv	e		
Spam	î		
Trash			
∧ Les:	5		
Views	Hide		
Pi	notos		
	ocuments		
	Outlook		۲
=	New message	2	Ŵ
	New message Inbox	2	Ŵ
	New message Inbox Drafts	4	Ē
	New message Inbox Drafts Sent Items	4	© (
	New message Inbox Drafts Sent Items Deleted Items	4 2151	<u>ت</u>
	New message Inbox Drafts Sent Items Deleted Items edw	4 2151	C
	New message Inbox Drafts Sent Items Deleted Items edw THINGS TO 0	4 2151	C
	New message Inbox Drafts Sent Items Deleted Items edw THINGS TO C Junk Email	4 2151 CHE	•
	New message Inbox Drafts Sent Items Collected Items edw THINGS TO C Junk Email Archive	4 2151 CHE 15	 C C C A
	New message Inbox Drafts Sent Items Collected Items edw THINGS TO CO Junk Email Archive Notes	4 2151 CHE 15	
	New message Inbox Drafts Sent Items Celeted Items edw THINGS TO C Junk Email Archive Notes Clutter	4 2151 CHE 15 37	