



# **Account Activation**

#### **General instructions**

The account activation process generally takes less than 10 minutes.

Recommendations for successful child's account activation:

- 1. Keep your email open
- 2. Provide correct information to initiate the activation process
- 3. Follow security verification steps and agree to the Terms of Use
- 4. Submit the \$1 Activation Security / Verification fee
  (The credit card used during account activation MUST be the same as the one used during registration with Apple Pediatrics)
- 5. Complete initial log in
- 6. Keep your log in credentials safe

## Email - keep open

During your activation please keep your email account open.

You will receive further instructions at the email address you provided for the medical record of your child at Apple Pediatrics.

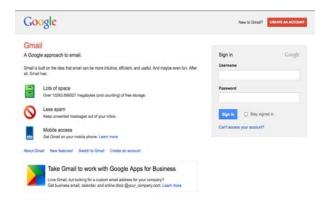




Figure 1: Your email account pages

Figure 2: Account activation





## **Security Steps**

#### **And Terms of Use Agreement**

To initiate the account activation you must submit the correct information and follow the online and email instructions.

For security reasons you will be asked to verify a few data pertinent to you and your child.



Figure 3: Account activation request

You will be also asked to set up your username and agree to the Terms of Use.

#### Note to the Primary Responsible Party:

(Primary Responsible Party under whom the child is insured must be entered correctly in step 1.)



<u>Primary Responsible Party</u> is the parent and/or caregiver under whom the child is insured.

**Example:** If **the father** is the primary insurer for the child, then the **father is considered the primary responsible party.** 

If the mother is the primary insurer for the child then the mother is considered the primary responsible party.





### Payment of \$1

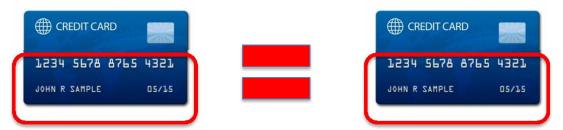
As the final step of the verification process you will be asked to pay \$1 activation fee to the PayPal account of Apple Pediatrics- Bodhi Medical.

Please note that the credit card used during account activation MUST be the same as the one used during registration with Apple Pediatrics!

For security reasons use of any other credit card during the activation process will result in account lock out

**Example:** If the father's credit card was used during the "in office registration", then father's credit card is to be used during the account activation.

If the mother's credit card was used during the "in office registration, then the mother's credit card is to be used during the account activation.



Credit card used during "in office registration"

Credit card used during account activation

You will receive email confirmation of your payment. Should there be any mismatch of the submitted information, your process of activation will be blocked and there will be no credit card charge.

Upon successful payment you will receive instructions for your first log in.





### Your First Log in

Upon successful security verification and \$1 activation fee you will be provided with temporary log in credentials.

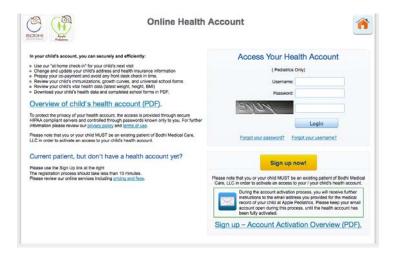


Figure 4: Your first log in

Once you complete the final log in set up your child's account will be activated.

## Keep it Safe

Please keep your log in credentials (Username and Password) safe and never share with anyone.

Loss of your log in information may result in account lock out and reactivation fees.

For the loss of username \$1 reactivation fee is required.

# Thank you.