

# Updox User Guide

Western Mental Health Center (WMHC) is happy to announce we are collaborating with Updox to provide a platform for medical record exchange. Updox is a robust, secure, online source for confidential medical information about your care at our facility.

Updox website: <https://wmhc.updoxportal.com/login>

## STEPS

1. You will receive an email from Upox with the title: **“New Portal Account with Western Mental Health Center”**. This email contains our username and password. When you receive the email, click the link to the website and log in using the provided initial username and initial password.

WesternMentalHealthCenter has created a website where you can securely communicate with them.

By clicking the link below to access the Updox patient portal, you accept and agree to the Terms of Use with Western Mental Health Center attached to this email.

If the Terms of Use document is not attached to this email or you have difficulty opening it, please contact 507-532-3236.

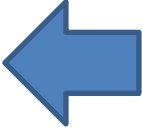
Note that to read the attached Terms of Use, you will need Adobe Reader, which can be downloaded for free from [www.get.adobe.com/reader](http://www.get.adobe.com/reader).

Use the following link and information to access your new account:

1. Go to the website <https://wmhc.updoxportal.com>
2. Enter your login information
  - o initial username: demo@email.com
  - o initial password: Theater-46-Fourth

You must verify your account after you sign in. If you are prompted to enter a verification code, and you do not know it, you must contact WesternMentalHealthCenter in order to complete the verification process.

This is an automated message. Please do *not* respond to this email, replies *will not* be seen.



**LOGIN**

Username

Password

[Forgot username?](#)  
[Forgot password?](#)

2. Updox will now have you update your password. Click **Confirm**.

**CREATE A NEW PASSWORD**

Your password must have at least 8 characters (maximum of 30 characters), at least one upper case letter, at least one lower case letter, at least one number or special character, and no spaces.

New Password  
.....

Confirm Password  
.....

**CONFIRM**

3. Then enter the verification code received in from Western Mental Health Center in a separate email and click **Verify**.

**VERIFY YOUR ACCOUNT**

Please enter your code.

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**VERIFY**

4. You now have access to Updox portal. Click the **Health** button (with the plus sign icon) to then **View Information** to display any Summaries of Care sent from Western Mental Health Center.

