

1 Navigate to <u>https://www.phoenixfl.org/</u>

2 Click "Patient Portal"







4	Enter your e-mail address in the "Username" field and your temporary password, hen click "Sign in"
	Sign in to access this site
	Authorization required by https://apps.welligent.com
	Username
	Password
	Sign in Concol
	Sign in Cancel

5 When you log in for the first time, you will be prompted update your password. The place to do so is highlighted in yellow. Enter your preferred password here and again in the "Confirm Password" field to verify it.

Test Portal - DO NOT U				🔅 🕼 Sign Out
	Maccount Settings			🖹 Save 🔺
	Account First Name:	Rich	*	2
😐 Dashboard	Account Last Name:	Test	*	
🕚 To Do List	Linked Clients:	Test, Rich \checkmark (Select a Name to Switch Your Portal View)		
ণ্ট Health & Medical	 Email Address (Will Be the Account Name): 	: matt@testforppfl	*	
Documents	- Account Password:	(Not to exceed 20 characters)		
Appointments/Notes	Confirm Password:	*(Not to exceed 20 characters)		
Billing	Challenge Question:	×		
Y Client Info	Challenge Response:			
Account Settings	Challenge Question(2):	✓		
	Challenge Response(2):			
	Turn Off Email Alerts:			
	Last Login Date:	03-Mar-2025 11:37am		
	Password Changed On:	Never Changed		
	Date Account Created:	06-Feb-2025 12:27pm		
	Translate Portal:			

6 Click "Save"

Portal - DO NOT USE WITH CLIENTS; (Idle Period: Minutes)					
	Account Settings		🗈 Save		
Rich Test	Account First Name:	Rich	•		
😐 Dashboard	Account Last Name:	Test	•		
🕚 To Do List	Linked Clients:	Test, Rich 🧹 (Select a Name to Switch Your Portal View)			
ণ্ড Health & Medical	Email Address (Will Be the Account Nam	e): matt@testforppfl) •		
Documents	 Account Password: 	*(Not to exceed 20 characters)			
Appointments/Notes	 Confirm Password: 	*(Not to exceed 20 characters)			
Billing	 Challenge Question: 	✓			
🍸 Client Info	 Challenge Response:)		
Account Settings	Challenge Question(2):	~			
	Challenge Response(2):)		
	Turn Off Email Alerts:				
	Last Login Date:	03-Mar-2025 11:37am			
	Password Changed On:	Never Changed			
	Date Account Created:	06-Feb-2025 12:27pm			
	Translate Portal:				

7	This screen pop-up screen will appear again. Enter your e-mail address as your username and your password to verify both and to log back into the portal after your password update.
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Sign in to access this site				
Authorization require	ed by https://apps.we	elligent.com		
Username				
Password				
	Sign in	Cancel		

8 Once you have entered your e-mail address and updated password, you will be automatically taken to the dashboard screen. This screen will show your upcoming appointments.

Test Portal - DO NOT USE				🔅 🕼 Sign Out
Rich Test	🖵 Your Dashboard			V, Phoenix
Dashboard	Upcoming Appointments			House Florida
🕑 To Do List	Date/Time Provider Descr	iption Map	Video Conference	
ণ্ট Health & Medical 🔹 🍷				
Documents				
🛗 Appointments/Notes 🍷	\$ Open Invoices	ssments/Forms		
🖹 Billing 🔽				
Y Client Info				
Account Settings	Congratulations. You have no	ave no overdue assessments		
	unpaid/open invoices			

To view documents that require your attention, click on the "To Do List" icon on the left side of the screen.

9

(A) Rich Test	
	V Phoenix
Deshboard O to D List Decriments Appointments/Notes Billing Clent Info Corgratulations, You have no Drogratulations, You have no Corgratulations, You have no	Phoenix House Florida

5

10 To review and/or sign a documents like Intake Documentation, Consents, Releases of Information, Treatment Plans, and more click "Sign" to the left of the document you want to review.

Test Portal - DO NOT USE WITH CLIENTS; (Idle Period: Minutes)				
Rich Test	🛗 Forms To Comp	lete		▼ Refresh
- Men rest	Click to Edit Action	Document Name	Program	Date 👸
🖵 Dashboard	2 Sign	Consent for Release of Conf Info- Pymt & Auth(Form)	Example Program	12-Dec-2024
🕚 To Do List	2 Sign	Consent for Release of Conf Info- Pymt & Auth(Form)	Example Program	12-Dec-2024
양 Health & Medical	∼ Sign	Consent for Release of Conf Info- Pymt & Auth(Form)	Example Program	12-Dec-2024
Documents	-			
Appointments/Notes	-			
🖹 Billing	-			
🍟 Client Info	-			
Account Settings				
	_			

11 When the document appears, you can review it as needed and when you are ready, click "Sign Document in the upper right corner of the document.

Test Portal - DO	NOT USE WITH CLIENTS; (Idle Period: Minutes)	🔅 🕞 Sign Out
Diah Taat	Review and Sign	▼ Refresh
	Signature Queue Sign Document	Date 😥
		12-Dec-2024
🕚 To Do List		12-Dec-2024
ণ্ট Health & Medical	Phoenix	12-Dec-2024
Documents	Florida CONCENT FOR DELEASE OF CONF	
🛗 Appointments/No	INFO- PYMT & AUTH	
🖹 Billing		
🕇 Client Info	Cliant Name: Tast Dich	
Account Settings	Client DOB: 01-Apr-1991	
	Client ID: 1002/962	
	Consent for Release of Conf Info- Pymt and Auth (FL)	
	Consent for Release of Confidential Information for the Payment and Authorization of Assigned Benefits	
	Florida Programs	
	Date: PH Service Site:	
	Client Name:	
	Lient 10:	
	hereby authorize: Phoenix Programs of Florida, Inc. (d/b/a Phoenix House). Florida Department of Children and Families, Central Florida Rehavioral Health Network Medicaid and	

12 A new screen will pop-up. This screen will allow you to sign the document. Make sure our relationship to the client is selected under "Signature Title" and that your name is entered in the "Full Name of Signee" field.

Test Portal - DO NOT U	SE WITH CLIENTS; (idle Period: Minutes)	🔅 🕒 Sign Out
	Sign 😹 🗕	▼ Refresh
Rich Test	// Minast E Sinasture Dad. Accordment Table	Date 👸
😐 Dashboard	menigent c-signature rau - Assessment roots	12-Dec-2024
🕐 To Do List	Add Digital Signatures	12-Dec-2024
ণ্ট Health & Medical	Signature Type Signature	12-Dec-2024
Documents	C E-Signature Topaz For Chrome/Edge Mouse Signature	
Appointments/Notes	Full Name of Signee RICH TEST *	
🖹 Billing	Notes	
🝸 Client Info		
Account Settings	You agree that for the purposes of authorizing and authenticating electronic health records, your electronic signature has the full force and effect of a signature affixed by hand to a paper document.	I
	Save Signature Clear	
	Signatures Collected 🚑	
	Title Date Signed By Delete?	
	No Signatures Collected	
	<pre> * **********************************</pre>	I

Click "Your browser doesn't support signing"

	SignX	e Sign
Rich Test	//	Date
Deskhard	Welligent E-Signature Pad - Assessment Tools	13 Dec 2034
Dashboard	Add Digital Signatures	12-Dec-2024
To Do List		12 Dec 2024
Health & Medical	Signature lype Signature	12-Det-2024
Documents	Signature Title Client	
Appointments/Notes	Full Name of Signee Rich Test	
Billing	Notes	
Client Info		
Account Settings	You agree that for the purposes of authorizing and authenticating electronic health records, your electronic signature has the full force and effect of a signature affixed by hand to a paper document.	
	Save Signature Clear	
	Signatures Collected 🚑	
	Title Date Signed By Delete?	

Enter your signature in the "Signature" box on the right side of this screen. If you are using a touch screen device, you can user your finger to write your signature. If you are accessing the portal for a computer which has a mouse you can click and hold down the click button and then write your signature with your mouse in this area.

Test Portal - DO NOT U	E WITH CLIENTS; (Idle Period: Minutes)	🔅 🕞 Sign Out
Disk Test	Sign 🔀	
	//	Date 😥
😐 Dashboard		12-Dec-2024
🕚 To Do List	Add Digital Signatures	12-Dec-2024
ণ্ট Health & Medical	Signature Type Signature	12-Dec-2024
Documents	CE-Signature Topaz For Chrome/Edge Mouse Signature	
Appointments/Notes	Signature Ittle Client V	
Billing	Full Name of Signee Rich Test	
Y Client Info		
Account Settings	You agree that for the purposes of authorizing and authenticating electronic	
+ //dtodint.bettings	health records, your electronic signature has the full force and effect of a signature affixed by hand to a paper document.	
	Save Signature Clear	
	Signatures Collected 🚑	
	No Signatures Collected	
	•	
	Y	

15 When you are finished, click "Save Signature"

	Sign	Refresh
Rich Test		Date 👸
🖵 Dashboard	Welligent E-Signature Pad - Assessment Tools	12-Dec-2024
To Do List	Add Digital Signatures	12-Dec-2024
양 Health & Medical	Signature Type Signature	12-Dec-2024
Documents	E-Signature Topaz For Chrome/Edge Mouse Signature	
Appointments/Notes	Full Name of Signee Rich Test	
🖹 Billing	Notes	
🝸 Client Info		
Account Settings	You agree that for the purposes of authorizing and authenticating electronic health records, your electronic signature has the full force and effect of a	
	signature affixed by hand to a paper document.	
	Signatures Collected	
	Title Date Signed By Delete?	Signed By Deleter
	No Signatures Collected	
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16 When you are done, click the orange X to close this screen.

Test Portal - DO NOT US	E WITH CLIENTS; (Idle Period: Minutes)				🔅 🕞 Sign Out
Pich Tost	Sign			×	T Refresh
- Rich Test	//	^	Date 🔅		
🖵 Dashboard	Welligent E-Signature Pad - Assessment Tools				12-Dec-2024
🕐 To Do List	Add Digital Signatures				12-Dec-2024
ণ্ট Health & Medical	Signature T	уре	Signature		12-Dec-2024
Desuments	E-Signature Topaz For Chron	me/Edge Mouse Signature			
Documents	Signature Title Client ~				
Appointments/Notes	Full Name of Signee RICH TEST	*			
Billing	Notes				
Y Client Info		-			
Account Settings	You agree that for the purposes of authoriz	ing and authenticating electronic			
	signature affixed by hand to a paper docum	ient.			
			Save Signature	Clear	
	Sign Welligent ESignature Fade - Assessment Tools Velligent ESignatures Signature Signature Oppose for Chromog/Edge @ Mouse Signature Signature Title Full Name of Signee Notes You agree that for the purposes of authorizing and authenticating electronic health records, spure efford by hand to a paper document. Signature afficed by hand to a paper document. <t< th=""><th></th></t<>				
	Title	Date	Signed By	Delete?	
	Client,	March 03, 2025 11:40AM	Kich Test (D)		
				-	
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You can see previously completed documents in the "Documents" area of the portal. You can also view any Files/Attachments share with you by your provider in this area as well.

Test Portal - DO NOT U						🔅 🕞 Sign O
Pich Test	6	Forms T	o Complete			▼ Refres
Kich Test	Cli	ck to Edit	Action	Document Name	Program	Date
🖵 Dashboard		n	Sign	Consent for Release of Conf Info- Pymt & Auth(Form)	Example Program	12-Dec-2024
🕑 To Do List		n	Sign	Consent for Release of Conf Info- Pymt & Auth(Form)	Example Program	12-Dec-2024
ଫ୍ର Health & Medical	-	n	Sign	Consent for Release of Conf Info- Pymt & Auth(Form)	Example Program	12-Dec-2024
Documents	^					
Completed Documents						
Files/Attachments						
Mppointments/Notes	•					
🖹 Billing	•					
🖞 Client Info	•					
Account Settings						

To see listings of your past and upcoming appointments click "Appointments/Notes"

🗂) Rich Test	Completed Documents			T Refre
	Click to View Document Name	Program	Date Completed	
1 Dashboard	A Total of 0 Forms Were Found			
) To Do List				
Health & Medical	-			
Documents	▲			
Completed Documents				
Files/Attachments				
Appointments/Notes	▲			
Upcoming Appointments				
Completed Appointments				
Billing	▼			
Client Info	•			
Account Settings				





20 To manage your account or switch between linked accounts click "Account Settings"

Rich Test	Show Notes Between:		🛗 and					(2)
	Get Directions	Cancel Appt	Date/Time	Appointment With	Appointment Type	Address/Phone	Video Conference	çø:
🕚 To Do List				No Appointments Were Sche	duled During this Time Period			- 1
양 Health & Medical 🍼								
Documents								
Completed Documents								- 1
Files/Attachments								- 1
🛗 Appointments/Notes 🔶								
Upcoming Appointments								- 1
Completed Appointments								- 1
🖹 Billing 🔶								
Billing Statement								
Charges								- 1
Payment History								- 1
Pay by Credit Card								- 1
Y Client Info								
Account Settings								
								- 1
								- 1
								- 1
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21 If you have multiple Patient Portal accounts linked to your e-mail address, use the "Linked Accounts" dropdown to navigate between accounts.

- Account octango			
			ET SUIC
Account First Name:	Rich	•	a
Account Last Name:	Test	* ·	ter and the second s
inked Clients:	Tes <mark>t, Rich v (Select a Name to Switch Your Portal View)</mark>		
Email Address (Will Be the Account Name):	matt@testforppfl	 International Control (1998) 	
Account Password:	(Not to exceed 20 characters)		
Confirm Password:	(Not to exceed 20 characters)		
Thallenge Question:	Test, Rich		
"hallenge Recoonce:			
challenge Kesponse.			
Challenge Question(2):			
Challenge Response(2):			
furn Off Email Alerts:			
ast Login Date:	03-Mar-2025 11:41am		
Password Changed On:	03-Mar-2025 11:37am		
Date Account Created:	06 Eeb 2025 12:27nm		
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	ccount Last Name: inked Clients: mail Address (Will Be the Account Name): ccount Password: onfirm Password: hallenge Question: hallenge Question(2): hallenge Response(2): urn Off Email Alerts: ast Login Date: assword Changed On: ate Account Created: ranslate Portal:	ccount Last Name: inked Clients: Tex. Rich Select a Name to Switch Your Portal View) mail Address (Will Be the Account Name): matil address (Will	ccount Last Name:Test RichGelect a Name to Switch Your Portal View)mall Address (Will Be the Account Name:matt@testTorpfIccount Password:Intege Question:hallenge Question:Intege Question:hallenge Question:Intege Question:hallenge Question:Intege Question:assword Changed On:O:AMar-2025 11:41amassword Changed On:O:AMar-2025 11:37amtast Log Dotat:Intege Question:ata Account Created:O:Feb-2025 12:27pmtranslate Portal:Integer Account Created:

22 After selecting the linked account you want to view, click "Save"

Test Portal - DO NOT USE	EWITH CLIENTS; (Idle Period: Minutes)			🖙 Sign Out	
	Account Settings				
Rich Test	Account First Name:	Rich	*	Ŕ	
Dashboard	Account Last Name:	Test	*		
🕑 To Do List	Linked Clients:	Test, Rich 🗸 (Select a Name to Switch Your Portal View)			
양 Health & Medical 🔹	Email Address (Will Be the Account Name):	matt@testforppfl	*		
🖹 Documents 🔶	Account Password:	(Not to exceed 20 characters)			
Completed Documents	Confirm Password:	(Not to exceed 20 characters)			
Files/Attachments	Challenge Question:	~			
Appointments/Notes 🔶	Challenge Response:				
Upcoming Appointments	Challenge Question(2):	~			
Completed Appointments	Challenge Response(2):				
🖹 Billing 🔶	Turn Off Email Alerts:				
Billing Statement	Last Login Date:	03-Mar-2025 11:41am			
Charges	Password Changed On:	03-Mar-2025 11:37am			
Payment History	Date Account Created:	06-Feb-2025 12:27pm			
Pay by Credit Card	Translate Portal:				
Y Client Info					
Account Settings					

23 When you are finished, click "Sign Out" at the top of the screen. This will log you out of the portal and makes sure that no one else you are sharing a device with can access your confidential information.

Test Portal - DO NOT USE			🔅 🖉 Sign	Out
Diek Teet	✓ Account Settings		🖺 Save	j
	Account First Name:	Rich	•	Ŕ
🖵 Dashboard	Account Last Name:	Test	*	-
🕲 To Do List	Linked Clients:	Test, Rich 🗸 (Select a Name to Switch Your Portal View)		
ণ্ট Health & Medical 🔹	Email Address (Will Be the Account Name):	matt@testforppfl	*	
Documents	Account Password:	(Not to exceed 20 characters)		
Completed Documents	Confirm Password:	(Not to exceed 20 characters)		
Files/Attachments	Challenge Question:	×		
Appointments/Notes 🔶	Challenge Response:			
Upcoming Appointments	Challenge Question(2):	×		
Completed Appointments	Challenge Response(2):			
🖹 Billing 🔶	Turn Off Email Alerts:	0		
Billing Statement	Last Login Date:	03-Mar-2025 11:41am		
Charges	Password Changed On:	03-Mar-2025 11:37am		
Payment History	Date Account Created:	06-Feb-2025 12:27pm		
Client Info	Translate Portal:			
Account Settings				