



PRESCRIBER REGISTRATION

1. Go to <https://mediprocity.com>

- a. Select your preferred Browser (we like Chrome!)
- b. Select "Sign Up" and fill in required fields below:

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|--|----------------------------------|
| 1. First/Last Name | 7. Select "Prescriber" |
| 2. Email address | 8. Enter Credentials |
| 3. User Name (you create must be min 5 characters) | 9. State License # |
| 4. Password (you create, see below) | 10. Yr graduated from med school |
| 5. Encryption Key (you create, see below) | 11. Specialty |
| 6. Mobile # | 12. Accept the License Agreement |
| 7. ZIP (use office zip code) | 13. Select "Sign Up" button |

Note: Passwords and Encryption Keys must each be a minimum of 8 characters and include
1 Upper case, 1 lower case, 1 number and 1 symbol

- When creating Passwords/Encryption Keys, the more unique and inconsistent the better since unique credentials lowers risk.
- Please make sure to WRITE DOWN your credentials - they are needed when registering via App (one time only) or if using Mediprocity via browser (every time).

2. Download Free Mediprocity App on mobile device

- a. Go to App Store (Apple devices) or Play Store (Android devices), search for Mediprocity
- b. Always "Allow" push notifications if asked.
- c. Enter credentials (email/password/encryption key – must be exact) ONE time, select "Sign In".

3. Request Connections with existing Mediprocity users.

- a. Via app or browser, select "Connections", find user, select name and then select "Connect"
- b. This will send a request to that person. They will need to "Accept" the request before you can message them (Step 4).

4. Accepting Connection Requests

- a. Via app, go to "Connections". Outstanding requests appear, simply select 'Accept or Deny'.
- b. Via browser, go to "Connections". All pending requests appear, click to Accept or Deny.
- c. Once "Accepted" two users can now message.

5. Personalize Profile

- a. Via app or browser your "Profile" will contain all settings for your account.
- b. Add your photo or company logo to help be identified on the platform.
- c. Determine your "Notifications" and how you want to be notified of new updates.
- d. Use 'Out of Office' or Auto-Attendant to let users know you are away.