

## Quick Tips: Self Enrollment to Patient Portal

Patient Portal is an online tool that gives patients 24 hours access to their health care information. The self enrollment feature allows patients to sign up for patient portal independently.

To qualify for patient portal self-enrollment, the following information must already be on file at the time of registration:

- Patient full name
- Date of birth
- Email address
- Health card number

Here are the steps to enrollment:

1. Click on this link: <https://myhealthmyway.ca/Phm-PhmHome.HomePage.WR.mthr?application=phm&hcis=CEL.LIVEF>
2. Under the Sign-Up section, follow the link, click ‘Create Account’ and complete the form accordingly and click ‘Submit’. Do not enter your Health Card’s Version code. Health Card Number is just the last 4 digits (example: 2342222222-JK)



Sign In **Create Account**

**Create an account**

Last Name (required)

First Name (required)


Date of Birth (required)  
Year  Month  Day   
You must be 16 years or older

Health Card Number (required)  
Last 4 digits

Confirm Health Card Number (required)  
Last 4 digits

Email Address (required)  
Example: email@example.com

Confirm Email Address (required)




[Français](#)


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3. One of two messages will display to:
  - a) Confirm that account has been created successfully or
  - b) The enrollment was not successful. If this message is displayed, contact the Waypoint number listed for support.

### Create an Account

 Account created successfully


You have successfully enrolled with the patient portal system.

You should receive an email at the account  soon.

This message will contain your user id and a temporary password.

[Return to Sign in page](#)

### Create an account

 Could not create account

The enrollment was not successful.

The enrollment was not successful. Please contact your facility below for support.

For Ontario Shores:

Tel: (905)430-4061

Email: [myhealthmyway@ontarioshores.ca](mailto:myhealthmyway@ontarioshores.ca)

For The Royal:

Tel: (613)722-6521 ext. 6338 or 6315

Email: [myhealthmyway@theroyal.ca](mailto:myhealthmyway@theroyal.ca)

For Waypoint:

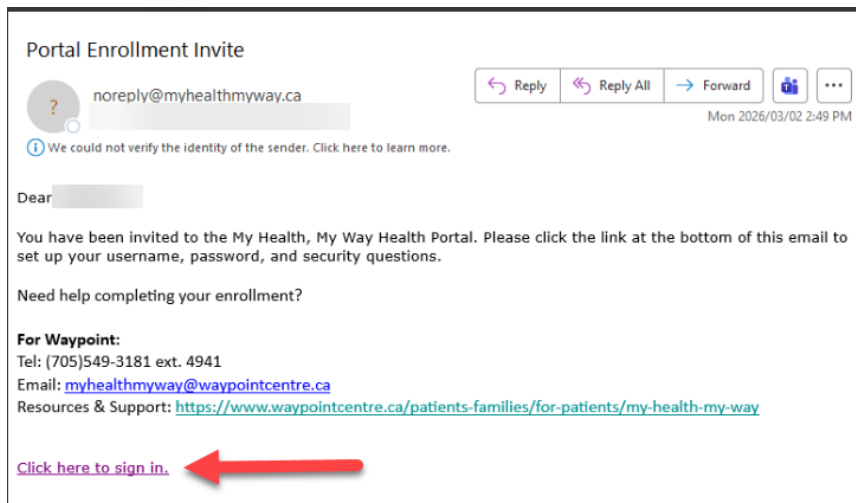
Tel: (705)549-3181 ext. 4941

Email: [myhealthmyway@waypointcentre.ca](mailto:myhealthmyway@waypointcentre.ca)

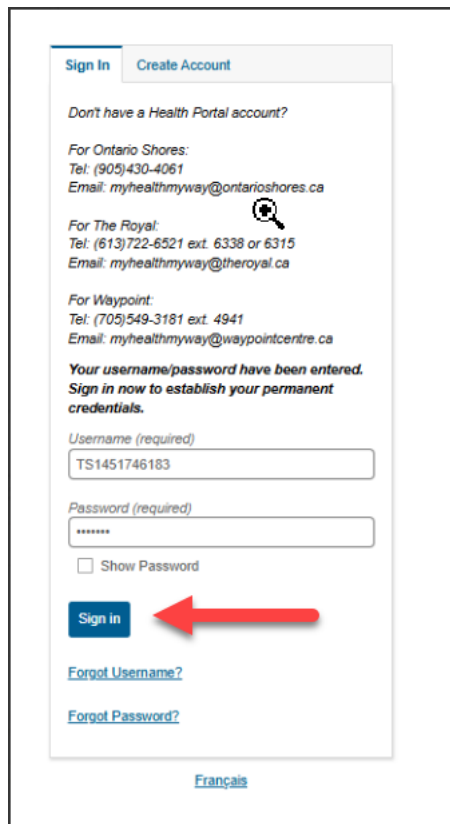
[Return to Sign in page](#)

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4. If enrollment is successful, an email will be sent to the email address on file, titled 'Portal Enrollment Invite' (check spam or junk if this is not found in your inbox). Click the link at the bottom to sign in.

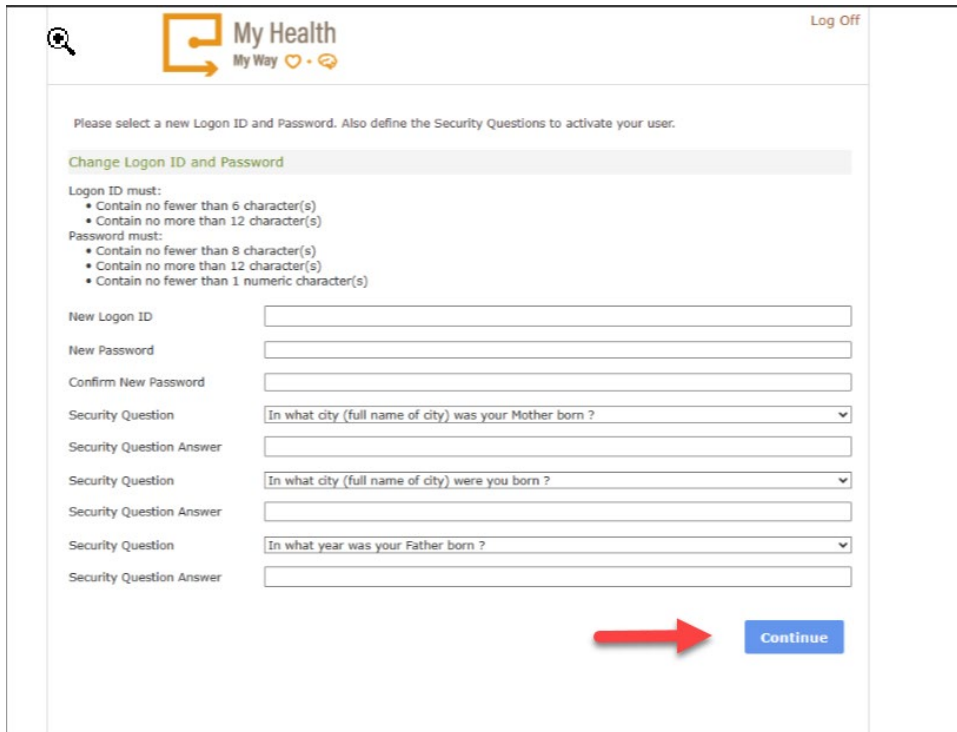


5. Your temporary Username and password will already be entered. Click "Sign in" to proceed.



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6. Set your new username and password. You will also need to set three security questions and three security answers. Select continue to complete registration.



The screenshot shows the self-enrollment page for the My Health My Way patient portal. At the top, there is a search icon, the My Health My Way logo, and a "Log Off" link. The main heading reads: "Please select a new Logon ID and Password. Also define the Security Questions to activate your user." Below this is a section titled "Change Logon ID and Password".

**Logon ID must:**

- Contain no fewer than 6 character(s)
- Contain no more than 12 character(s)

**Password must:**

- Contain no fewer than 8 character(s)
- Contain no more than 12 character(s)
- Contain no fewer than 1 numeric character(s)

The form includes the following fields:

- New Logon ID:
- New Password:
- Confirm New Password:
- Security Question:
- Security Question Answer:
- Security Question:
- Security Question Answer:
- Security Question:
- Security Question Answer:

A red arrow points to the "Continue" button at the bottom right of the form.