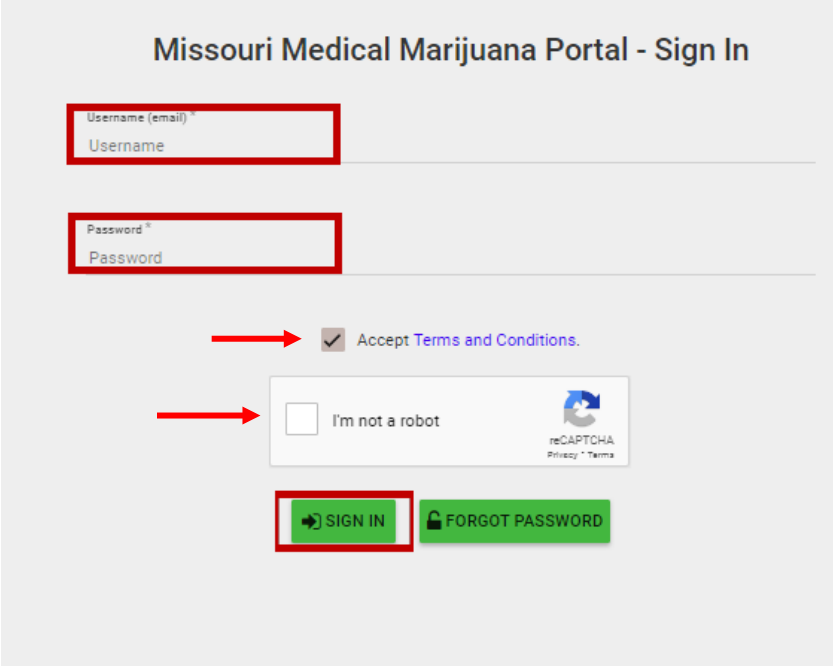


Creating an Adult Patient Application

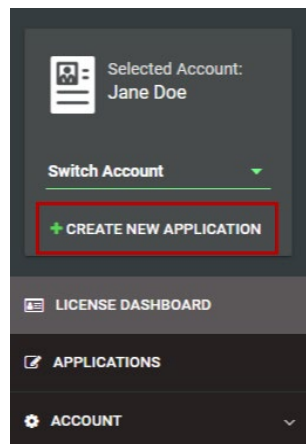
Note: It is recommended that you use Google Chrome as your internet browser because other browsers may not work properly with the Patient Registry website.

1. Navigate to the **Patient Registry website** at: <https://mo-public.mycomplia.com>
2. Enter your **Username (email)** and **Password**.
3. Check the **'Accept Terms and Conditions'** box if it is not already checked.
4. Click **I'm not a robot**. Click **Sign in**.



5. Click **'Create New Application'**.

Note: You may create more than one Application per user account.



6. For the 'Application Type', click 'I am a', and select 'Patient'.

The screenshot shows the 'New Application' interface. At the top, a green header bar contains the text 'New Application' and a close icon. Below this, a light blue box states 'You are creating a new application for: Jane Doe'. A dropdown menu labeled 'I am a *' is open, showing a list of roles: 'Physician', 'Patient', 'Caregiver', 'Agent', and 'Show All'. The 'Patient' option is highlighted with a red box. A red arrow points from the 'I am a *' label to the 'Patient' option. A light blue informational box with an information icon contains the text: 'Please switch accounts if you want to create an application for a different person or business.'

7. Select 'New Patient'. Click 'Create Application'.

The screenshot shows the 'New Application' interface after the 'Patient' role has been selected. The 'I am a *' dropdown menu now displays 'Patient'. Below the dropdown, there are three buttons: 'New Patient', 'Patient Renewal', and 'Patient Update'. The 'New Patient' button is highlighted in green and has a checkmark icon in the top right corner. A light blue informational box with an information icon contains the text: 'Please switch accounts if you want to create an application for a different person or business.' At the bottom of the page, a green button labeled 'CREATE APPLICATION' is highlighted with a red box.

- Fill in the details on the **General Information** tab by entering your **Legal First Name, Legal Last Name, and Phone Number**.
- Click **'Yes'** to answer the question: **"Is the Patient 18 years or older?"**

NOTE: Items denoted with an * are required fields that must be completed in order to save the application and move to the next screen. Your **Date of Birth, Social Security Number and Email Address** should already be filled in for you.

Applications / New Patient Application

GENERAL INFORMATION CONTACT INFORMATION PHYSICIAN / CONDITION INFORMATION QUESTIONS DOCUMENTS PAYMENT REVIEW

Legal First Name * Middle Name Legal Last Name *

Date of Birth * 07/04/1975 State of Missouri ID/DL Number Social Security Number * 987-65-1234

Email * janedoe@email.com Phone * Is the Patient 18 years or older? * Yes No

SAVE SAVE & NEXT CANCEL

- Click the **"Save"** button to save the edited field data.
- Click the **"Save and Next"** button to save the edited data fields and move to the next tab.
- Click the **"Cancel"** button if you do not wish to save edited data.

