COUNTY of SAN LUIS OBISPO | HEALTH AGENCY
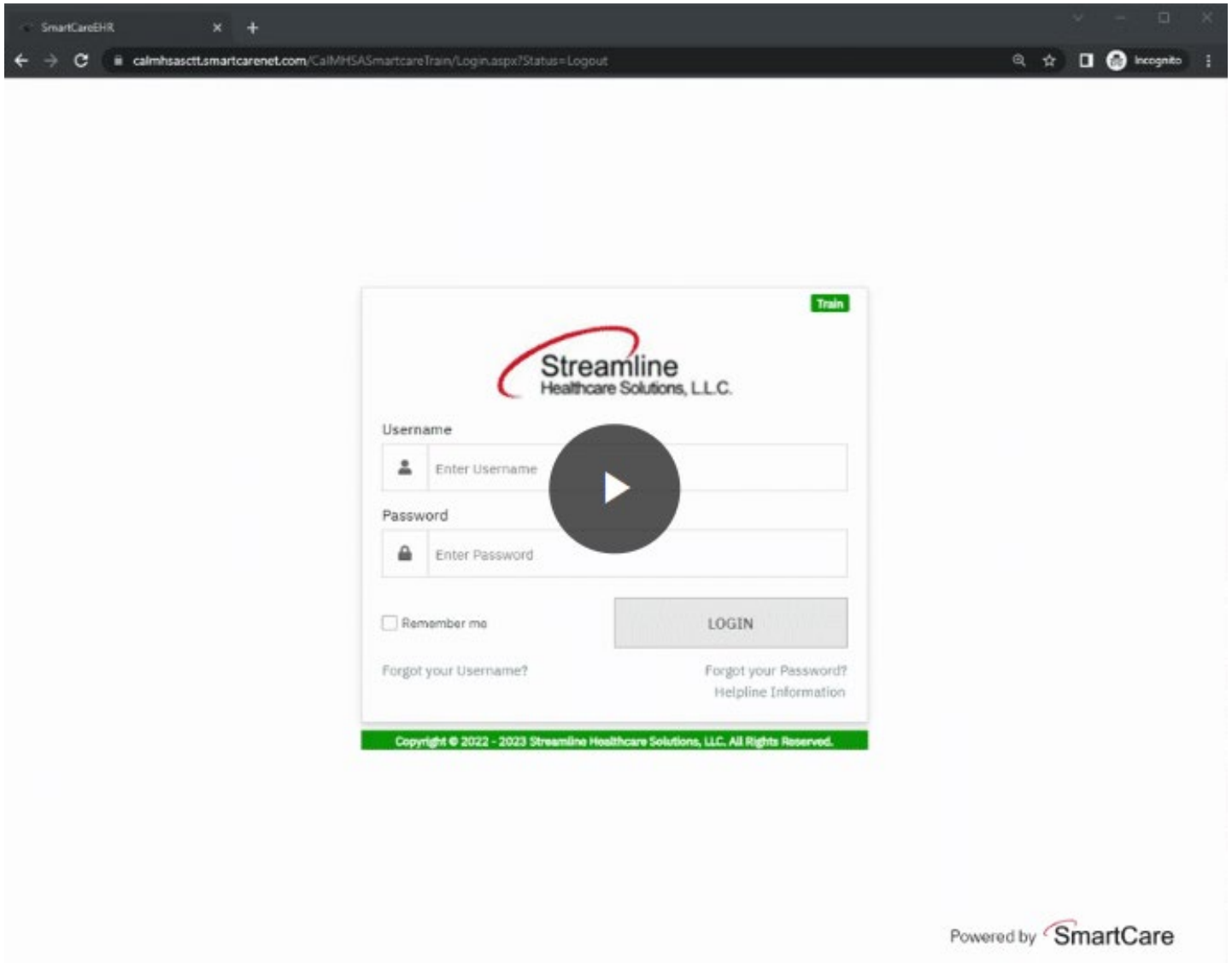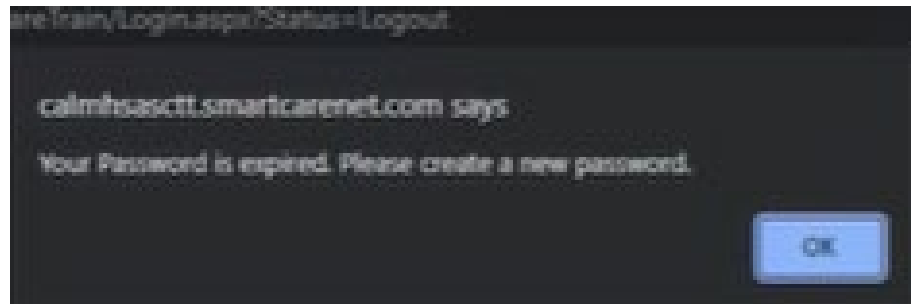
## Login Screen

- The first time you login, you'll be provide with the username and password.  Enter the information provided and select **LOGIN**.

The first time you login, you'll see a pop-up window saying your password has expired.  Click **OK**.

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Enter your old password then enter a new password.  Confirm the new password.  Click OK.

Next you will need to login using your new password.  After entering your new password, click **LOGIN**.

Now you will be prompted to setup your Security Questions.  Take your time and make sure you spell your answers correctly, as these questions will be used to verify your account when logging into a new computer.

Once you have completed all your Security Questions, click the **Save** button.

Now we are in the system.



NOTE: If you are a Prescriber, you will need to create a signature, which will be included on any prescriptions that are faxed to pharmacies.  Follow the instructions below.
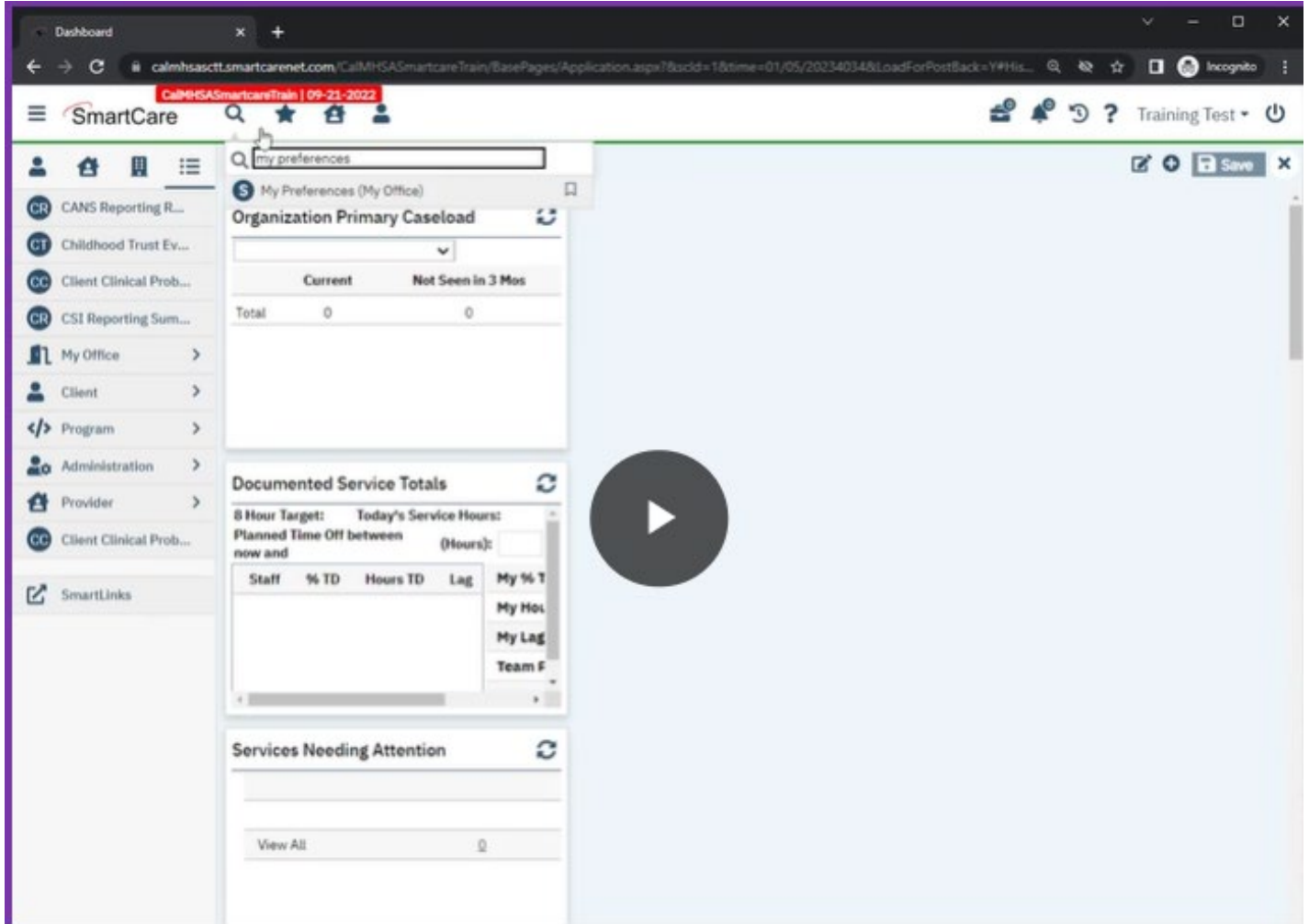
Click on the **Search Icon** and search for: **my preferences. Select My Preferences (My Office)**.

Once there, navigate to **Staff Signature**.
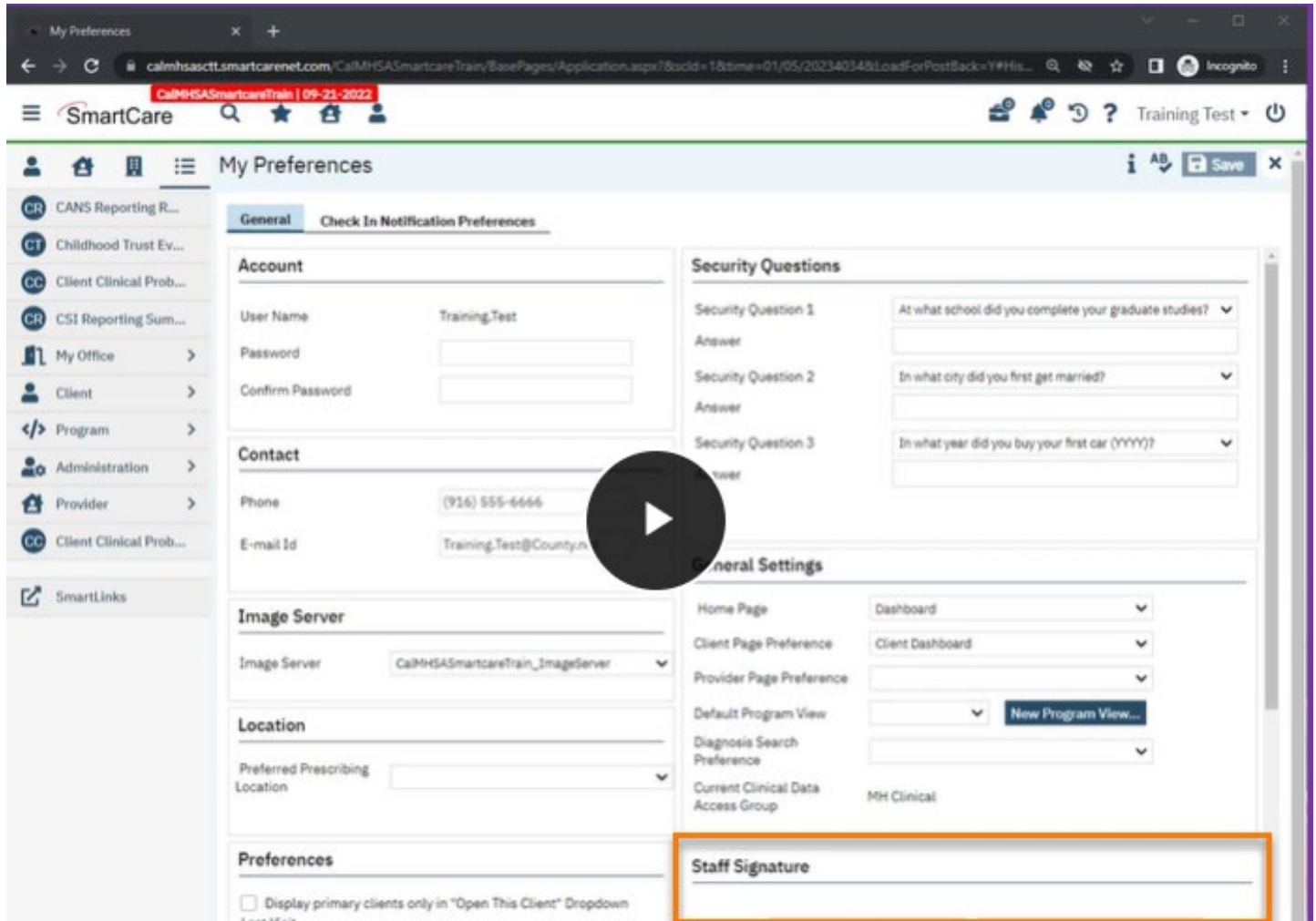


If you already have an image that you would like to upload, you can select **Upload Signature Image**.

Most people will end up Upload Signature Electronically.  Select the **Upload Signature Electronically**.
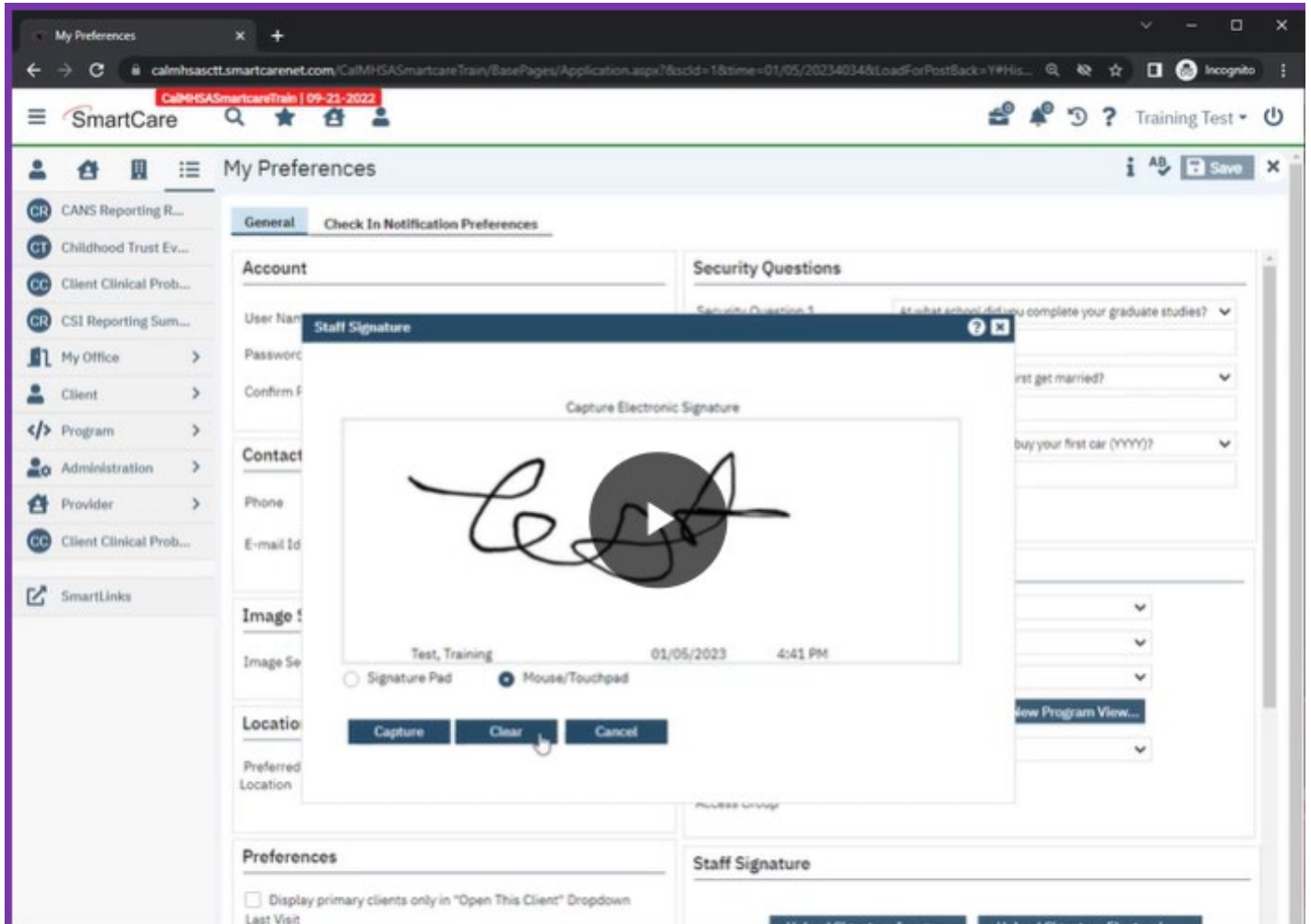
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This will create a pop-up window where you can sign using a Signature Pad, Mouse or Touchpad.  If using your mouse or touchpad, draw your signature in the box.



If you need to redo your signature, click on the **Clear** button.

Once you are satisfied with your Signature, click on the Capture button to Save it.
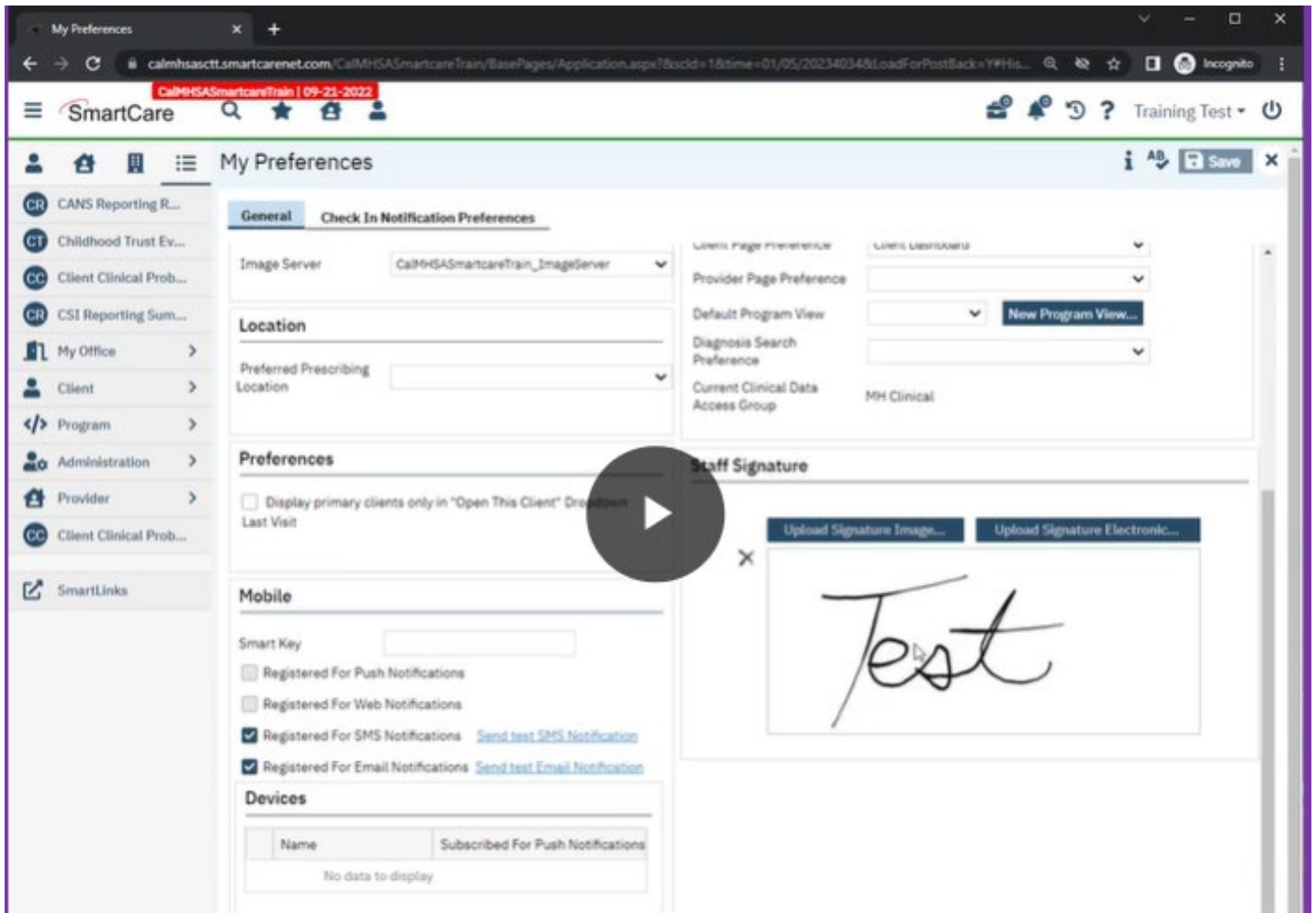
You can now see your Signature in the Signature Box.



**My Preferences screen** is where you can change your password or change your Security Questions.