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Patient Portal Login Instructions

To change your login credentials (a one-time setup step)

1. Access the Patient Portal login page on our website **www.apcmweb.com**

2. **Email address** – Enter the email address that you have on file at the practice.

3. **Password / Pin** – Enter your PIN.

4. Click Sign In

   The Update Patient Portal Account Settings page appears, informing you that you need to create a password that you must use for all future logins.

5. Click Create Password.

6. Enter a password that meets the prescribed requirements.

7. Re-enter the password to confirm it.

8. Click Submit.
   Step 2 appears.

9. Select a security question and enter the answer. Repeat this step two more times, for a total of three security questions.

10. **Register this device (optional)** – Select whether to register the device that you're using.

    Note: You should only register a device if you trust it. Registering the device makes recovering your password easier and quicker if you forget it. If you register the device, you will be prompted to answer only one security question, not three. (This is because the Patient Portal considers detection of a trusted device as one step in authentication.) You can also choose to verify your identity via email.

11. Click Enter Patient Portal to save the information and log in to the Patient Portal.
    Note: For all future logins, you will now use your email address and the new password—not your PIN—to log in to the Patient Portal. However, you will continue to use your PIN to retrieve lab results over the phone.

Apcm.patient.portal.instructions