

**Dr. Tonia Winchester, ND**  
120 Black Powder Trail  
Nanaimo, BC V9S 3G6  
Ph: 250-585-4455  
Fax: 1-855-747-5551

*Dr. Tonia*  
WINCHESTER, ND.

drtoniawinchester.com

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### **ACCESSING THE PATIENT PORTAL:**

Here is the link to the portal: <https://www.smartnd.ca/patient-portal/login>

#### **STEP 1 – SIGN UP**

Click the blue link:

"Create a free account Now"

**Or**

You can start here by going to this link: <https://www.smartnd.ca/patient-portal/register>

It will take you to a screen where you can enter your information:

- First Name
- Last Name
- Phone Number
- Email - (You have to make sure you enter in the email we have on file for you, otherwise your patient plans will not be accessible in the portal.)
- Password - you can set up your own password.

Click submit.

#### **STEP 2 – CONFIRM YOUR REGISTRATION**

After you click "SIGN UP" you will receive a confirmation email.

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In that email there will be a link to confirm your registration, and then you'll be able to log in (see step 3).

### **STEP 3 – LOG IN**

When you log in with your email address and password, you will be asked to set up your patient profile. This is **separate from** your intake form.

The navigation bar is at the top left of the screen. From top to bottom here are what the images mean:

- The calendar icon will take you to a page where you can view all your appointments.
- The silhouette is where you set up your patient profile.
- The box with the check mark in it is where you will **fill out your intake** form.
- The leaf image is where you'll find all your treatment notes and handouts.