

### Instructions to Patient Web Portal – EyeMD

To access your records from Huffman and Huffman – Eye Care Center, LLC you must have a valid email address saved in our system. If you are not sure, please ask a front desk associate and they can add one if not. To register, go to [www.myeyecarerecords.com](http://www.myeyecarerecords.com) and click the registration link. Once the link is selected, you will fill in the registration form asking for name, SSN (or Insurance Policy ID), DOB, Email, Initial Password (1234) and a new password. You must enter this information exactly how it is entered in EyeMD EMR, so do not use nicknames. After filling in the form fields, click the **Submit Registration** button. After you have registered successfully, you will get a Pop Up that says **Successfully Registered** and you can now access your documents by clicking on **View Documents**. Also from this screen, you can transmit to another provider as well as download to your computer. You can also send messages to your provider, however, please keep in mind that our providers are not in the Richmond office every day so the best way to get an immediate answer is to call the office at 859-623-2020 and get assistance.