1. Visit nidhealth.org/register

2. Enter required information (Legal name, date of birth and your email address)
   
   Note: You will need to use the same email address that we have on file.

3. Click on Submit to continue.

If enrollment request is unsuccessful, you will receive the following message:

In this instance, the patient did not previously provide an email address.

If enrollment request is successful, you will receive the following message:

Go to your email to continue your registration.

Do not click “Log on” from this screen.

Enrollment Successful

Your Name,

You have successfully enrolled with the patient portal system. 
A message has been sent to the email address provided to complete you portal registration process.

Please complete this setup process prior to attempting to log in.

Log on to the Patient Portal.
4. Check your email for a message from mtportal@NIDhealth.org with a link to complete registration.

Dear Your Name,

Please click the link below to complete your NID Health patient portal enrollment or reset your password.

Please note: If you are using Internet Explorer, confirm that Adobe Reader is installed on the device that you are accessing the Portal with. Internet Explorer does not have a PDF viewer built into the browser. Alternatively, use Chrome or Firefox to access the Portal. These browsers do have a PDF view built into the browser.

Click here to sign in.

5. Click on the link in your email to create a Logon ID and Password. You will need to use the criteria provided and choose three security questions from the drop down menu to Continue.

NOTE: Your Logon ID cannot include symbols (@#! etc..) or spaces.
(An email address does not meet the criteria for Logon ID.)

Please select a new Logon ID and Password. Also define the Security Questions to activate your user.

Change Logon ID and Password

Logon ID must:
• Contain no fewer than 8 character(s)
• Contain no more than 30 character(s)
Password must:
• Contain no fewer than 8 character(s)
• Contain no more than 99 character(s)
• Contain no fewer than 1 numeric character(s)

New Logon ID

New Password

Confirm New Password

Security Question

Security Question Answer

Security Question

Security Question Answer

Security Question

Security Question Answer

Security Question

Security Question Answer

Remember to make note of your Logon ID and Password for future reference.

Continue
6. The last step is to read and agree to the User Agreement (Terms and conditions) form. By clicking **Accept**, you will be logged into the portal.

### User Agreement

**Health Record**: Allows you to view information entered into core parts of your electronic health record (e.g., allergies, lab results, radiology reports, medication lists, and visit history, etc.). These are available for you to review and check for accuracy as well as print for other physicians or to keep for your records. If needed, you may obtain a full copy of your electronic health record by contacting Medical Records at:

- Kootenai Health: (208)625-6237
- Benewah Community Hospital: (208) 245-7624
- Bonner General Health: (208) 263-1441 ext. 1130 or ext. 1549
- Boundary Community Hospital: (208) 267-3141 ext. 4250

*Note: If this portion is not complete, we still have the information. Certain documents will not be available for viewing via Health Portal.

**Medications**: Allows you to view your current and past medications entered by your physician or clinical staff.

**Profile**: Contains your demographic information, insurance and personal contacts. Allows to view and request changes to your information.

### Protecting Your Private Health Information and Risks:

This method of communication and viewing information through the Health Portal is designed to prevent unauthorized parties from being able to access or read email messages while they are in transmission by using encryption. Other security measures protect information maintained within the Health Portal site. The website for the Health Portal has a trusted site certificate, which is viewable from your browser's task bar. (You can learn more about trusted sites by going to [http://windows.microsoft.com](http://windows.microsoft.com) and searching: “When to trust a website.”)

Keeping email messages secure depends on two (2) additional factors: (a) the secure message must reach the correct email address, and (b) on the authorized individual must be able to get access to it. Only you can make sure these two (2) factors are present. We need you to make sure that we have your correct email address and are informed if it ever changes. You also need to keep track of who has access to your Health portal account, so that only you or someone you have authorized can see messages received or other information in your Health Portal. You should protect your Health Portal login information from anyone whom you do not want to access your Health Portal account and notify us immediately of any unauthorized use of your login information or if you believe that your login is no longer confidential.

We will not answer questions or send protected health information by regular email. Even with these security measures, we cannot guarantee the confidentiality, security or integrity of Health Portal information. To the fullest extent allowed by law, you agree to not hold Kootenai Health, Benewah Community Hospital, Bonner General Health, or Boundary Community Hospital, its physician practices, its physicians, providers or any of its staff liable for network infractions beyond our control.

By clicking **Accept**, you will be logged into the portal.

9. You are now successfully enrolled and will be directed to the portal homepage.