REPORT PORTAL ACCESS Login Verification / Password Reset

You will be asked to set up a login password to access the information in your portal link. When you access the link this quarter to access your reports, you will see the screen below, asking you to enter your email address and set a password.

When the Login screen opens, please enter your email address in the email field, and click "login"

Another screen will ask you to enter your password. This is <u>NOT</u> your web-based password. This is a password that you will set up to authorize portal access. Click on "Forgot Password"

The System will generate an email to you, with a preestablished password. Either type this password or copy and paste this password into the password field. • Then click the Login button.

The system opens your report portal. At the top of the portal screen, you will see two links: one for 'Account' and one for 'Log Off'.



If you click on Account, a new window will open so that you can reset the portal password to one that you identify. This password must be a minimum of 6 characters and include at least one symbol (for example *, #, .) and one number.

Retype the password in the second screen and then select Save.

You can now use your email address and the new password you set up to enter the Report Portal at any time.



FOCUS ON®

Login to your Report Portal Account

Important: We are now requiring a login per email address in addition to the embedded account security in the link you receive. The first time you see this page, after typing in your email address, you will be prompted to set up a password to be associated with the email account.

If your email address is not recognized as authorized for the practice id, check to make sure you are entering the email address that the FOTO system sent the link to (instead of merely being forwarded the link from a colleague).

(Email account where you received the link)

Once you log in, you can change your password or log out via links at the top of the page. Also, you can send colleagues for their own account access using the "Manage Clinic Email" or "Manage Clinician Email" buttons once in the report port

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> (Email account where you received the link) SUCCESS: Email sent to email address account containing a temporary password. Please check email account.

* Login

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Login

i links

Login to your Report Portal Account

Login

For further help with logging in, contact support@fotoinc.com or call 800-482-3686.

Email: thayes@fotoinc.com

Forgot Password

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Login to your Report Portal Account Email: thayes@fotoinc.com

Forgot Password

Password:

Password:

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Email: