

Review the important highlights below for care team members or office staff to request new DrConnect account access.

The DrConnect Site Administrator (a leader within your practice or facility) must submit a new account request on your behalf in order for you to obtain a DrConnect account.

Please contact your DrConnect Site Administrator about accessing DrConnect for your practice or facility.

---

### After Your DrConnect Site Administrator Submits Your New Account Request

- You will receive an email from DrConnect Customer Support notifying you that the new account request has been submitted and of your User ID.
- Your DrConnect Site Administrator can create a temporary password for you.  
**Note:** If your DrConnect Site Administrator has not shared your temporary password, please contact them to obtain it.
- Log in to DrConnect with your **User ID** and **temporary password**. You will be prompted to create your own secure and permanent password for your DrConnect account.
- The first time you log in you will be prompted to **read** and **agree** to the **DrConnect Terms and Conditions of Use** and **DrConnect Security Agreement**.  
**Note:** Every 90 days you will be prompted to review and agree to the DrConnect Terms and Conditions of Use and DrConnect Security Agreement.

---

### Support Information

- Please contact your DrConnect Site Administrator about your DrConnect account access.
- If you still have questions or need assistance, contact DrConnect Customer Support toll-free at 877.224.7367 (877.CCHS.EMR) or email [drconnect@ccf.org](mailto:drconnect@ccf.org).