



Digestive Specialists, Inc.

Digestive Endoscopy Center, LLC

Redefining Your GI Experience

gPortal

*Your link to our
practice*

Getting Started -

Step 1: Activate gPortal (for new users)

- You will receive an invitation email with a PIN number from our practice. (If you don't have an invitation, call our office at (937) 534-7330 and we will send you one.)
- Write down the PIN number or copy to paste into the registration page
- Click on the hyperlink just below the PIN number to access the registration page
- Tell us about yourself:
 - First name (as listed in our practice)
 - Last name
 - Date of birth, 2 digits for the month and day, 4 digits for the year

Step 2: Create your Login:

- Enter User name (at least 2 characters)
- Create a password - must be at least 8 characters using **letters, numbers and punctuation**
- Confirm your password
- Pick a security question
- Enter your security question answer

Step 3: Review the Terms of Use, click on the hyperlinks:

****Privacy Policy **Terms and Conditions **Patient Right's**

- Check the "I accept" Box
- Click Register

Step 4: Update clinical information

- Review the form, add clinical information, hit send.
- Medications can't be removed or changed, but you can add medications. If you have a medication that needs to be changed or deleted, send a message to the practice and we will make the change.

<https://digestivespecialists.mygportal.com>

Once You're Registered -

ACCESS THE PORTAL BY USING:

<http://digestivespecialists.mygportal.com> or you can go to our website at www.digestivespecialists.com and choose the patient portal link.

What can you do in the patient portal?

- Send messages to our practice
- View messages (inbox, sent and deleted)
- View personal information
- View or update medical history
- Change your username and password
- Request appointments
- Ask billing questions

To send a message to your physician or assistant in gPortal:

- Click on the Message tab
- Click "New Message"
- Choose "Clinical" and compose your message
- Click Send

Receive messages through the gPortal:

- You will receive a notification email when you have a message waiting in gPortal
- Click on the hyperlink and log into gPortal
- Click on "New Messages" to view your message

Make an appointment or ask a billing question through gPortal

- Click on the message tab
- Click "New Message," choose appointment or billing from the drop down box and compose your message
- Click Send

***Any problems call the gPortal help line at (937) 396-2777
between 9 AM and 4 PM***

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