LOGIN INSTRUCTIONS

- First Time Logging In
  - o Authenticating Mobile Number
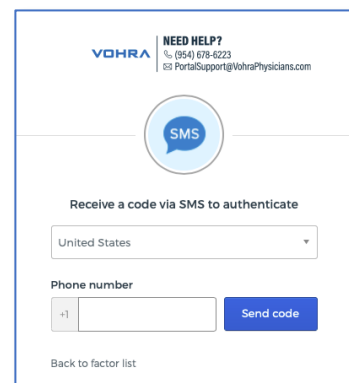 - o Authenticating Your Email

- Future Authentications

FIRST TIME LOGGING IN

When you first log in, you will confirm that you are the owner of the account by authenticating your email and/or your mobile number.

1. **GO** to https://emr.vohrawoundteam.com

2. **CLICK** on the **Login** button on the screen

3. **ENTER** the same **email** and **password** you have been using to log in.

4. On the new window you can setup your email, your mobile, or both to authenticate you are the owner of the account. **It is strongly recommended to setup both.**
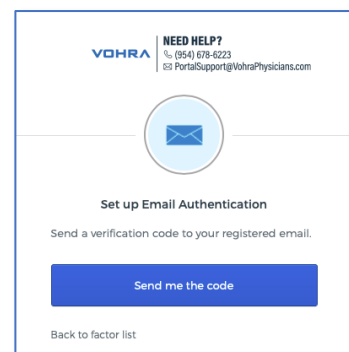
Authenticating your Mobile

1. **CLICK** the **Setup** button under the **SMS Authentication.**

2. **ENTER** your Phone Number and **CLICK** on **Send Code.**

3. **ENTER** the code sent via text message to your phone and **CLICK** on **Verify**.

4. The green checkmark will confirm it was successfully validated.

Authenticating your Email

1. **CLICK** the **Setup** button under the **Email Authentication.**

2. **CLICK** the **Send me the code** button. The system will use the same email you used to log in.

3. **ENTER** the verification code sent to your email and **CLICK** on **Verify.**

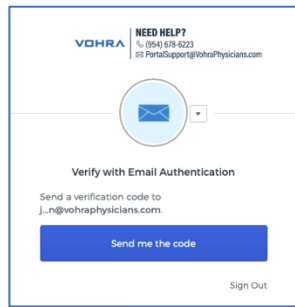5. You will be routed directly to the Facility Portal's Dashboard.

IMPORTANT! Most users choose to setup both email and text message. That provides them with more options when asked to authenticate in the future.
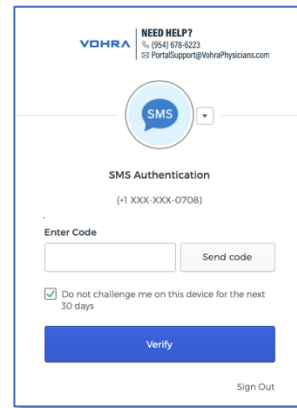
FUTURE AUTHENTICATIONS

The re-authentication will be automatically triggered every 30 days. You will also be asked to re-authenticate before the default 30 days if you log in from a different device, location, computer, or network.

1. **SELECT** between TEXT and EMAIL, by clicking on the small dropdown arrow.

2. **CLICK** the **Send Code** button.

Email Authentication

Text Message Authentication

3. To avoid being asked to authenticate for 30 days, click on the checkbox below the area to enter the code.

4. **ENTER** the **Code** and **CLICK** the **Verify** button to be taken to the Facility Portal.