

## Setting up your Valant Patient Portal:

Your therapist will provide you with a 4-Digit Validation Code (i.e. 3148). You will also be sent an email invitation from no-reply@valant.com which will look similar to the email below.



no-reply@valant.com  
Fri 4/23/2021 9:26 AM  
To: Katherine Yoder



Your account administrator from Samaritan Center of Puget Sound has invited you to set up your Vālant Patient Portal account.

To complete the account setup process, please click the link below or copy and paste the link into your web browser within 7 days of receiving this email:

[Click to setup account](#)

After entering your last name and the Validation Code you were given, you will be able to set up your account. If you cannot recall your Validation Code, please contact Samaritan Center of Puget Sound (206) 527-2266 and they will supply you with another one.

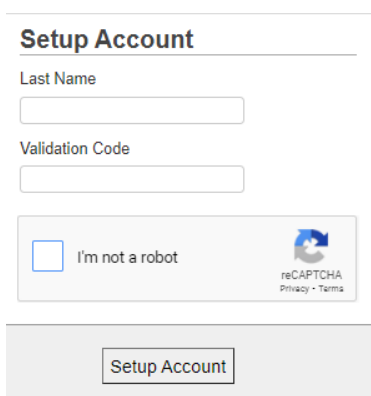
Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions please contact Samaritan Center of Puget Sound (206) 527-2266.

### IMPORTANT

THIS ACCOUNT CONTAINS CONFIDENTIAL INFORMATION BELONGING TO THE SENDER THAT IS LEGALLY PRIVILEGED. THIS INFORMATION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. THE AUTHORIZED RECIPIENT OF THIS INFORMATION IS PROHIBITED FROM DISCLOSING THIS INFORMATION TO ANY UNAUTHORIZED OTHER PARTY. IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY READING, DISCLOSURE, COPYING, DISTRIBUTION, OR ACTION TAKEN IN RELIANCE ON THE CONTENTS OF THIS INFORMATION IS STRICTLY PROHIBITED. VIOLATORS MAY BE PROSECUTED. IF YOU HAVE RECEIVED THIS IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY.

Once you receive this email, please do the following to set-up your Patient Portal Account:

1. Click on the link for **Click to setup account** within the email invitation to be directed to the Patient Portal for the practice which will look similar to this:



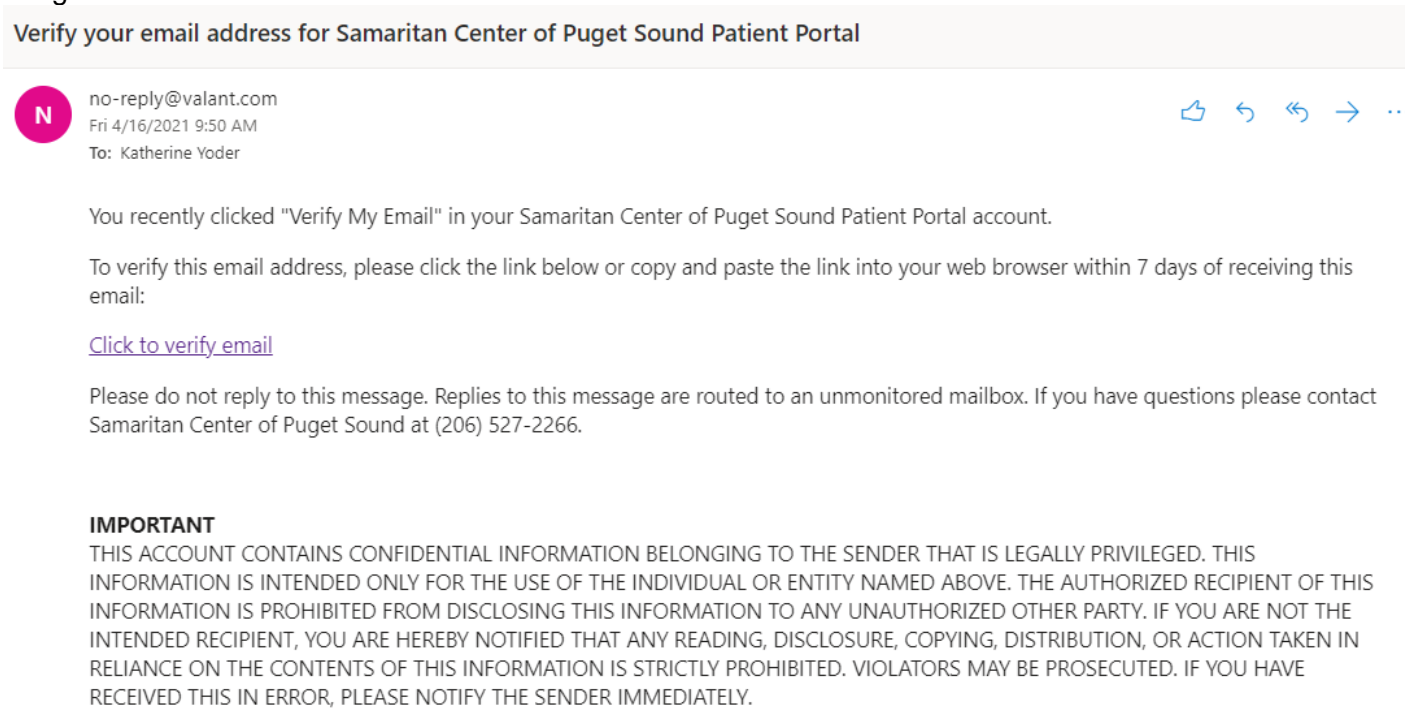
The screenshot shows a web form titled "Setup Account". It contains two input fields: "Last Name" and "Validation Code". Below these fields is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. At the bottom of the form is a "Setup Account" button.

2. Enter your Last Name and the 4-Digit Validation Code (provided by your therapist). If your 4-Digit Validation Code has expired, please contact Samaritan Center and they can provide you with a new one.

3. Next, click on the box next to **I'm not a robot**, select the images the security prompt asks you to find, and then click **Verify**.

4. Click on the **Setup Account** button.

5. You will then be prompted to create your own username, password and security questions.
6. Click on **Create Account**.
7. Your account setup is now complete and you will be directed to a confirmation page.
8. You may need to verify your email address by clicking **Verify My Email Address**. Once you do so, you will get an email that looks like this:



9. Click the link in the email where it says **Click to verify email**.
10. Log into the Patient Portal by going to: <https://www.valant.io/Portal/SamaritanCenterofPugetSound> (You might want to bookmark this page for easy access in the future).
11. Once you are logged into the portal, please enter your demographic/insurance information by clicking on the Home tab, locating Quick Links, and clicking on Change Demographics or Insurance Information.


## Quick Links

[Change Demographics or Insurance Information](#)

NOTE: If you need to make any changes to your demographics or your insurance information in the future, you can do so on this tab. The practice will automatically receive notification of any changes.

12. Please let your therapist know once you have set-up your Patient Portal Account so they can send you our electronic intake paperwork.

13. Once they send over the electronic paperwork, you'll receive an email from [no-reply@valant.com](mailto:no-reply@valant.com) which lets you know that you need to complete signature documents (aka our intake paperwork).

 no-reply@valant.com  
Fri 4/23/2021 9:31 AM  
To: Katherine Yoder



Hello,

You have new information available in Valant Patient Portal. Please click on the following link to access the portal and read/sign documents.

[See your signature documents in your Patient Portal.](#)

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions please contact Samaritan Center of Puget Sound.

Thank you.

**IMPORTANT**

THIS ACCOUNT IS INTENDED FOR DIRECT COMMUNICATION WITH THE PRACTICE. ANY INFORMATION ENTERED INTO YOUR PATIENT PORTAL ACCOUNT WILL BE AVAILABLE FOR REVIEW BY YOUR PROVIDER.

14. Follow the link in the email to log into your Patient Portal account. Click on the Home Tab and you should see a link with the name of your therapist in the middle of the page. You may also see other forms there for you to complete.



15. Click on the blue links in the middle of the page and follow the prompts to complete the paperwork.

## Using your Patient Portal Account:

You will see a set of tabs within your Patient Portal Account. The most commonly used tabs and what they contain are detailed below.

### **HOME TAB:**

- Displays new measures or clinical forms (i.e. questionnaires) that the practice has sent to you to fill out via the portal and submit prior to your appointment. An email notification will be sent to you to inform you when these are requested.
- Displays the quick link to change your demographics or insurance information.
- Displays your upcoming appointments and allows you to check-in for your current appointment. (Check-in is only available on the day of the appointment.)

Upcoming Appointments		
Time	Provider	Location
Tuesday, Jun 30, 2020 11:45 AM	Dr. Sam	Seattle

- Allows you to join a Telehealth Session once it has been started by your therapist. (Please see *Telehealth Patient User Guide* for more information on the Telehealth features).

### **ACCOUNT SETTINGS:**

- Allows you to change your login or email, password, and security questions.
- Also includes a link to change your demographics or insurance information.
- If you submit demographic or insurance information on your patient portal the practice will receive a notification of those changes and accept them.

### **PRACTICE PAPERWORK:**

- This will include links to documents that may be required for you to fill out or print, sign and return to the practice. *Please note documents in this section cannot be submitted electronically through the portal.*

### **LOCATIONS:**

- Displays the addresses and map for the location(s) of the practice.

### **MESSAGES:**

- If your therapist or Samaritan Center staff member have emailed you through the portal, you will be able to respond to these messages here. This is a closed email system between you and the practice.