

Please start this process from a laptop or personal computer, not a tablet or smart phone. *After* the creation of the account, you can log into the portal by going to www.mtneurology.com and selecting “Click Here to Access our Patient Portal”.

1. In the email you received from Montana Neurology, click the blue link “**create your own account.**”
2. You will be directed to our website.
3. To verify your identity and receive a **temporary pass code**: Click the radio button and choose to receive an automated phone call.
 - Our phone number (406-926-3500) will appear in the caller id. The automated voice will give you a verification number. Please make a note of it.
4. Enter the verification number as directed.
5. You will be directed to a new page: **Create Account: Set Password.**
6. **Password** – Enter a password that meets the requirements.
7. **Confirm Password** – Re-enter the password to confirm it.
8. **Create Security Questions** – Select a security question and enter the answer. Repeat this step two more times, for a total of three security questions.
9. **Remember this computer to save time resetting your password** – Check the box for the Patient Portal to remember the computer that you're using. **Note:** You should only check this box if you're using a private or personal computer. "Remembering the computer" makes recovering your password easier and quicker if you forget it. If you allow the Patient Portal to remember the computer, you will be prompted to answer only one security question, instead of three. (The Patient Portal considers detection of a remembered computer as one step

in authentication.) You can also choose to verify your identity via email or phone call.

Click Continue

10. You will be directed to our Portal. The pop-up will ask if you wish to “Go Paperless”. Please uncheck this box if you wish to receive paper statement.
11. If you are a new patient, please click “Downloadable Forms” at the bottom right of the first screen. Complete these forms and bring them with you to your first appointment.