



Activate your EHR Tutor Account with Direct Online Payment

Important! Have your credit or debit card available when you begin this process. You will not be able to access your courses without payment.

If you have an *expired* EHR Tutor account and you want to *reactivate* your account . . . Start at the section below titled, **Reactivate your EHR Tutor Account after it has expired.**

If you have a *non-expired* EHR Tutor account and want to *extend* the end date for your current . . . Start at the section below titled, **Extend the dates for your current EHR Tutor Account before it expires.**

If this is the *first time* that you will create an EHR Tutor account by entering your email address and a password . . . Start here:

Create your EHR Tutor account with your email address and password.

Open your browser. It is **best** to use Chrome, Firefox or Safari. Use Internet Explorer with version 9 or newer.

1. Go to my.ehrtutor.com/signup

The **signup page** opens.

2. On this page you will create your account.

Enter your Email **Important!** If you have an email that your school has assigned to you, or one that you already provided to your school, you should enter that email to identify yourself.

Enter your Name **Important!** You should enter your first and last name as you are registered at your school to help instructors find your name on their student list. NO nicknames or shortened names should be used.

Create your password and make sure you remember it.

3. Click the **Continue** button.

The following page will open.

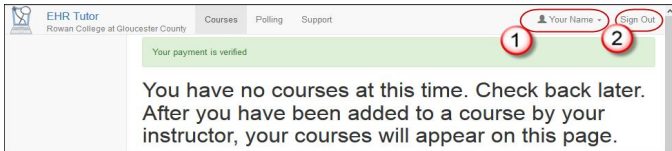
1. **Make sure you select the correct name of your school** from the dropdown list. If you select the wrong school and complete activation, you will not be able to change to the correct school without contacting Support.
2. You can leave this field blank. It is not required for you school. Any data entered in this field will be ignored.
3. Click the **Continue** button.

A page opens to allow you to make your payment online.

1. The message, "Your account has been created and you are logged in" will be displayed with a green background near the top of the page. You will not be able to access your courses until you submit payment.
2. Click the **Purchase with Credit Card** button for online payment. **Important!** Be careful to select your correct purchase if you have more than one choice. Check with your instructor if unsure of which to choose.

A pop-up appears to let you enter your credit card information. Enter your credit or debit card information. Click the **Pay** button to submit your payment.

If you have successfully submitted payment, you will see the page shown below with the message “Your payment is verified”, with a green background displayed near the top of the page.



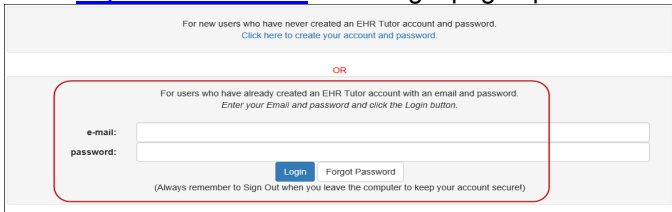
(If you have not been added to any courses in EHR Tutor by your instructor, you will see the text as shown above. If you have been added to active courses, the course names will be listed on the page.)

1. You will see your name in the upper right corner indicating you are logged into your EHR Tutor account.
2. **Important!** Click the **Sign Out** button in the upper right corner of the page to keep your account secure any time you leave your computer!

How to Log In after you have signed out of your new account

Note: After you have entered you name and email address to create an account you will never use the /signup address again, even if you return to submit payment at a later time.

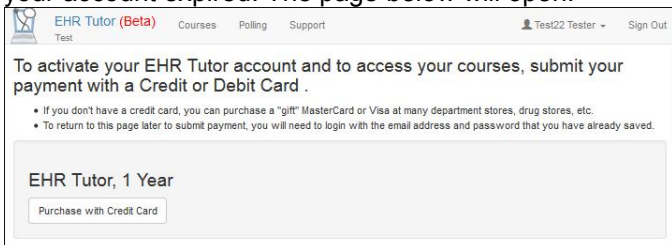
Go to my.ehrtutor.com The login page opens.



Enter your email address and password in the area indicated as shown above.

Reactivate your EHR Tutor Account after it has expired.

Login to your account in exactly the same way as before your account expired. The page below will open.



Choose the correct product if more than one is available and submit your online payment.

If you have successfully submitted your payment, your courses page will open with the message near the top of the page with a green background stating, “Your payment is verified”.

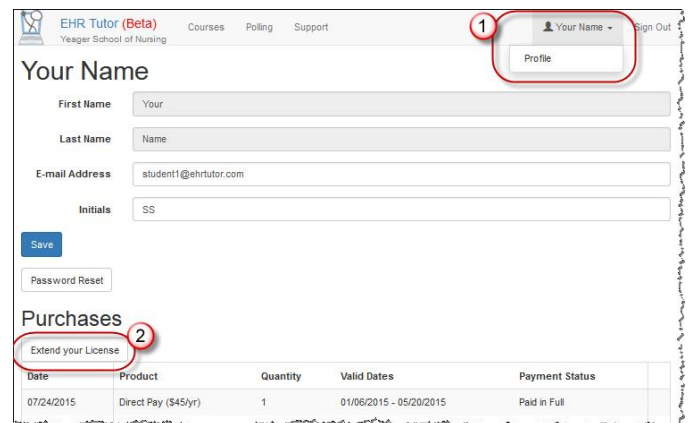
Your existing EHR Tutor account has now been reactivated for the length of time matching the particular EHR Tutor product that you purchased. You will now be able to access any current EHR Tutor course to which you have been added by an instructor at your school.

Extend the dates for your current EHR Tutor Account before it expires.

To extend your EHR Tutor account beyond the end date of your current purchase, you will need to make another online payment.

Log in to your active account as you normally would.

1. Click on your student name in the upper right corner. Then click on **Profile**.



2. Click on the **Extend your License** button.

A page will open with the heading, “To activate your account and to access your courses, submit your payment with a Credit or Debit Card.”

When you have successfully submitted payment online, your courses page will open with the message with a green background stating, “Your payment is verified”.

Your EHR Tutor access has now been extended for the length of time matching the particular EHR Tutor product that you purchased. The extended time is added from the end date of your previous purchase so that none of you paid time is lost.