



## INSTRUCTIONS FOR ACCESS TO RevolutionPHR Personal and Confidential

## Steps to Access RevolutionPHR

1. Access the Internet through your preferred Internet browser on any PC or Mac computer or an iPad

2. In the Internet address bar (often called the Toolbar) type this address:

https://www.revolutionphr.com

3. Insert the Username discussed with our office staff

4. Insert the Temporary Password that was created specifically for you:

5. This process will lead to a Reset Password screen where you will be prompted to reenter the Temporary Password and then log your personal Password that must be at least 6 characters long, including at least one number and one capital letter. You will be prompted to login again using your new password.

6. To complete the interview, click on the blue **"take interview"** button.

7. After completing the interview, please take time to message us your medication list. This can be done by clicking on the blue **"send message"** button on the overview screen, then click in the "To:" line and highlight the Center, Cheyne Eye line and click. Type your medication list in the box below and send.

We genuinely hope that you find value in having access to this information in a timely and secure environment. We appreciate you taking the time to complete your interview and message us your medication list.

Thank you,

**CEC Staff** 817-573-7153