

# Patient Portal Process

## ADD INFORMATION / REGISTER KIT

To register a Microbiome Test Kit, fill out the information and click NEXT.

Patient must consent to the terms and research by checking the box.

If you are health care provider registering a kit for yourself, please ensure you have registered your practice first by selecting the "I'm a Provider" option on the right.

## CONFIRM EMAIL

An email confirmation will be sent with instructions on completing registration. The confirmation email will come from [microbiometest@standardprocess.com](mailto:microbiometest@standardprocess.com). Once confirmed, a "Registered Email Confirmation" pop-up will appear. Next, click "complete account setup".

Trouble locating the confirmation email? Be sure to check spam, junk and promotions folders.

**Email Confirmation**

Your confirmation email was sent to [kslater@standardprocess.com](mailto:kslater@standardprocess.com). It may take a few minutes. Follow the directions in the email to confirm and complete your registration.

If you don't see an email after a couple minutes, make sure to check your junk/spam folder. To avoid any email delivery issues add [microbiometest@standardprocess.com](mailto:microbiometest@standardprocess.com) to your contacts.

✓

**Registered Email Confirmation**

Your email address [name@email.com](mailto:name@email.com) is confirmed successfully.

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[Continue to complete account setup](#)

## SIGN IN

To complete account setup, SIGN IN with the email and password created during the registration process.

## ADD INFORMATION

1. Complete the profile questions.
2. Select your health care provider. If you do not see your provider listed, select "I don't see my provider."
3. Click "ADD PERSON" and then "Complete Account Setup".
4. After clicking "Complete Account Setup," select your name if you are registering the kit for yourself, or New Person, if you are registering for a different member of your household.

**Note:** If you are coming back to register a kit AFTER you registered an account, once logged into the account, click the + icon to "Register a Kit".

The screenshot shows the 'Welcome to Standard Process' account setup form. The form includes the following fields and options:

- Welcome to Standard Process** (with a user icon 'da')
- Text: "We need a few profile details complete your account setup. These may influence your test results."
- Where do you live?** (with a location pin icon)
- Address** (text input field)
- City** (text input field)
- State** (dropdown menu) and **ZipCode** (text input field)
- Date of Birth** (three dropdown menus for day, month, and year)
- What is your gender?** (radio buttons for Male and Female)
- Height** (text input field) and **Weight** (text input field)
- Race** (dropdown menu labeled "Choose Race")
- Provider** (dropdown menu labeled "Filter by State" and "Choose Provider")
- Cancel** (text link) and **COMPLETE ACCOUNT SETUP** (green button)

## REGISTER A KIT

Once logged into the account, click the + icon to "Register a Kit".

If you have another person to add under your profile, after you click "ADD PERSON" you will follow the same steps noted above. Then click, "Complete Account Setup."

The screenshot shows the "Hi, who is this kit for?" selection screen. The screen includes the following elements:

- Hi, who is this kit for?** (with a question mark icon)
- Text: "Choose the person who is getting tested."
- Radio button selection for **Danielle** (selected) and **New Person**
- Cancel** (text link) and **NEXT** (green button)

## KIT SELECTION

Select who the kit is for and click "NEXT".

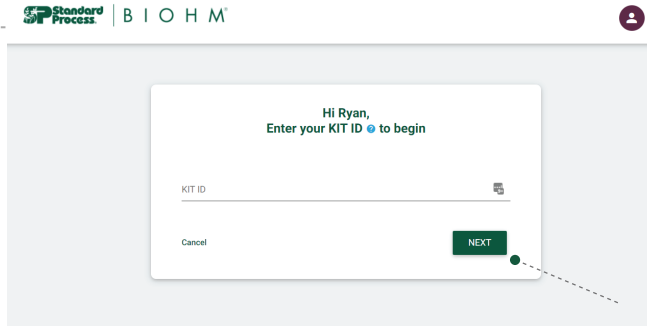
The screenshot shows the "Hi, who is this kit for?" selection screen. The screen includes the following elements:

- Hi, who is this kit for?** (with a question mark icon)
- Text: "Choose the person who is getting tested."
- Radio button selection for **Jim**, **James**, **Ryan** (selected), and **New Person**
- Cancel** (text link) and **NEXT** (green button)
- A dashed line points to the **NEXT** button.

## ENTER KIT ID

Type in your "Sample ID Barcode". This is located on the card inside your kit.

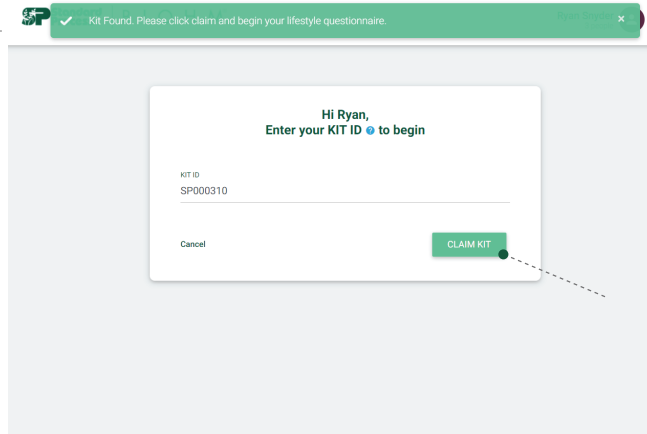
Example: SP000007 (Use zeros, not the letter "o" and do not add any spaces). Click "NEXT".



The screenshot shows the top of a web browser with the Standard Process | BIOHM logo and a user profile icon. The main content area displays a white card with the text "Hi Ryan, Enter your KIT ID to begin". Below this is a text input field labeled "KIT ID" with a barcode icon to its right. At the bottom of the card are two buttons: "Cancel" and "NEXT". A dashed line points from the "NEXT" button to the "ENTER KIT ID" header.

## ENTER KIT ID

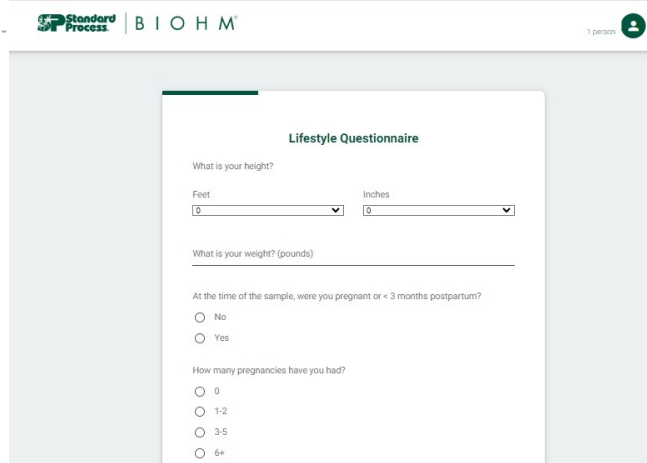
Click the "CLAIM KIT" button to complete the kit registration and proceed to complete the Lifestyle Questionnaire.



The screenshot shows a green notification banner at the top that reads "Kit Found. Please click claim and begin your lifestyle questionnaire." Below the banner is the same white card as in the previous step, but the "KIT ID" field now contains the text "SP000310". The "NEXT" button has been replaced by a "CLAIM KIT" button. A dashed line points from the "CLAIM KIT" button to the "ENTER KIT ID" header.

## FILL OUT QUESTIONNAIRE

Complete the Lifestyle Questionnaire.



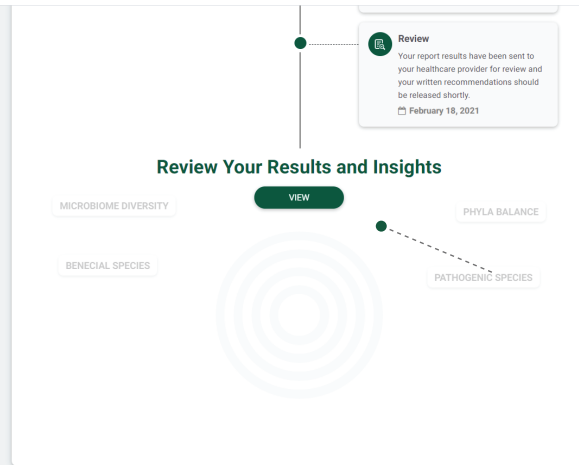
The screenshot shows the "Lifestyle Questionnaire" form. It includes the following questions and options:

- What is your height?
  - Feet:
  - Inches:
- What is your weight? (pounds):
- At the time of the sample, were you pregnant or < 3 months postpartum?
  - No
  - Yes
- How many pregnancies have you had?
  - 0
  - 1-2
  - 3-5
  - 6+

## VIEW RESULTS AND INSIGHTS

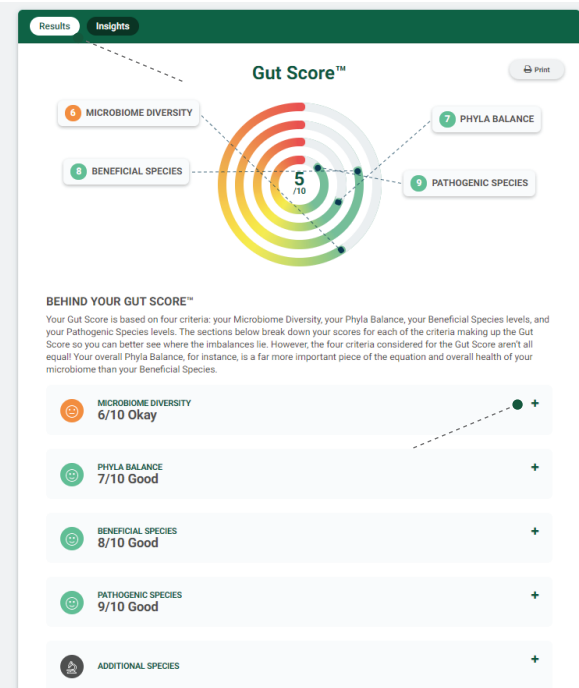
When your results and recommendations are released by your health care practitioner in the portal, you will receive an email notification that the report is ready. Please allow 3 - 4 weeks for processing and final results.

Login at <https://biohmtesting.standardprocess.com/Account/Login> and click the "VIEW" button to see your "Results and Insights".



## RESULTS / GUT SCORE

View your "Gut Score" and click the + icons for more information.



## INSIGHTS

View your "Insights" and click the + icons for more information.

