

# Access a Web Referral

For assistance with accessing web referrals please call our client support center at **866.790.8690**

- 1) Navigate to <https://training.extendedcare.com/professional/WebReferral/Logon.aspx> to access web referrals directly or to [www.extendedcare.com](http://www.extendedcare.com) and select the **Web Referrals** tab:




- 2) Enter the **Referral ID** found in line two of the **To view the referral:** section.
- 3) Enter the **Access Code** found in line three of the **To view the referral:** section.

### To view the referral:

1. Visit [www.extendedcare.com](http://www.extendedcare.com) and select *Web Referrals*.
2. Enter [redacted] as the **Referral ID**.
3. Enter [redacted] as your **Access Code**.
4. Enter your email address.

- 4) Enter your email address. 5) Enter the CAPTCHA.

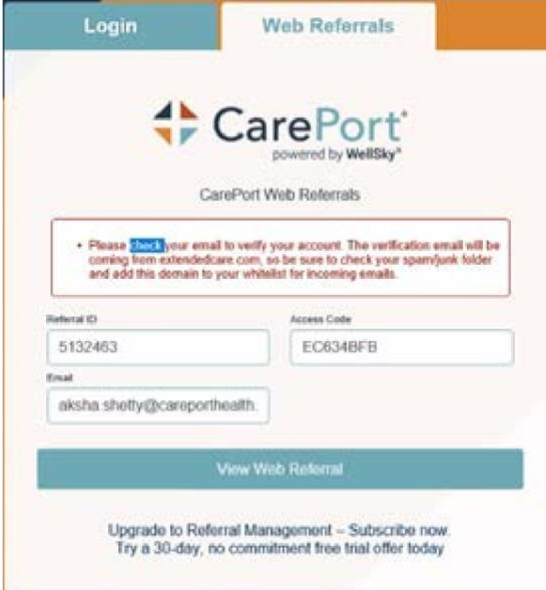
**NOTE:** Click the  button next to the CAPTCHA to hear the CAPTCHA code aloud. Click

the  button to change the CAPTCHA code.

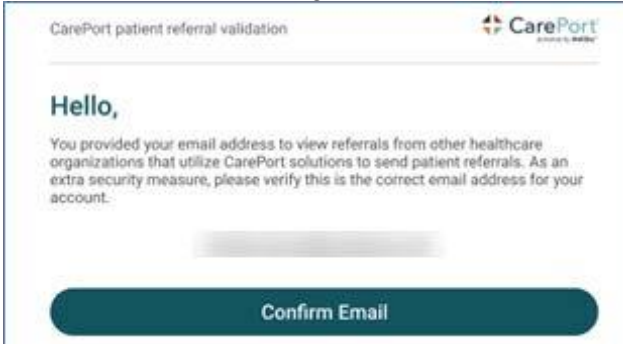
- 5) **Watch** 20 second informational video about CarePort Referral Management
- 6) Click the **View Web Referral button**

## Email Verification

If your email address has been verified you will automatically navigate to the referral.



Validate your email address via the hyperlink sent to the email address entered in the **Email** field. **NOTE:** The email will be sent from *extendedcare.com*. Please check your spam/junk folder and add this domain to the white list for incoming emails.



After selecting the verification link you will be prompted to provide your contact details such as name and role to create a profile associated with the validated email address. Contact information will only be required the first time. Profile information be accessed and updated as needed when viewing referrals.

**If you would like to eliminate this manual process, please reach out to our CarePort Sales Department to learn more about our online Referral Management solution –**

[referralmanagement@careporthealth.com](mailto:referralmanagement@careporthealth.com)