

# Piedmont Link by Piedmont Healthcare

## REQUESTING ACCESS TO PIEDMONT LINK:

1. Complete, sign & save the “Site Authorization” form [found here](#).
2. Go to <https://www.piedmont.org/medical-professionals/for-physicians/piedmont-link>
3. Scroll to the bottom of the screen and click “Request Access”
4. Select the new group type that best matches your group.

5. Complete all information you can and **upload the site authorization form you completed in Step 1 above**.

- Information is required and the request cannot be submitted without this information.

- Information is not required but recommended if applicable to your office.

Once you have filled out all the information related to your group click

6. Add any users you want associated with your group based on the access type you would like them to have. Please be sure to include the user's middle initial to help with speeding up the process.

**Note:** You will need to enter a request for the user(s) you listed as administrators on the site authorization request, as well. Mark the user as **Site Administrator** by checking the box at the bottom of the form that says “Make this user a site administrator” – this gives the user permission to add additional users moving forward, remove users that no longer need access and update some user passwords, among other things. You are required to have at least one user marked as Site Administrator before the request can be completed.

Once you have completed the form for your user click and select your next user type.



### **IMPORTANT!!**

**Physician offices:** Please add any providers that you want associated with your group by selecting the Provider user type. If they do not need Piedmont Link access there is a place in the form to note that. Patients are added to your patient list based on the providers associated with your group so it is important to list those for integration purposes.

7. Once you have added all of your users and providers click
8. Complete the verification screen\* and click
- \*The Primary contact listed on this screen will receive an email with a verification link.
9. Validate your email by clicking the link in the **Verify Email Address** email.
10. Once you have verified your email, you will receive a confirmation email. You will need the reference number in this email to complete your account setup once your request has been processed.

## NEXT STEPS:

Once your account request has been completed you will receive an email with your access information and a link to complete your setup. Follow the link and enter the User ID given in the email and the reference # from your previously sent confirmation email. On the following screen you will be prompted to create a password. Once your password has been created you will be taken to the login screen of Piedmont Link. You can now log in to Piedmont Link and set up your 2FA.