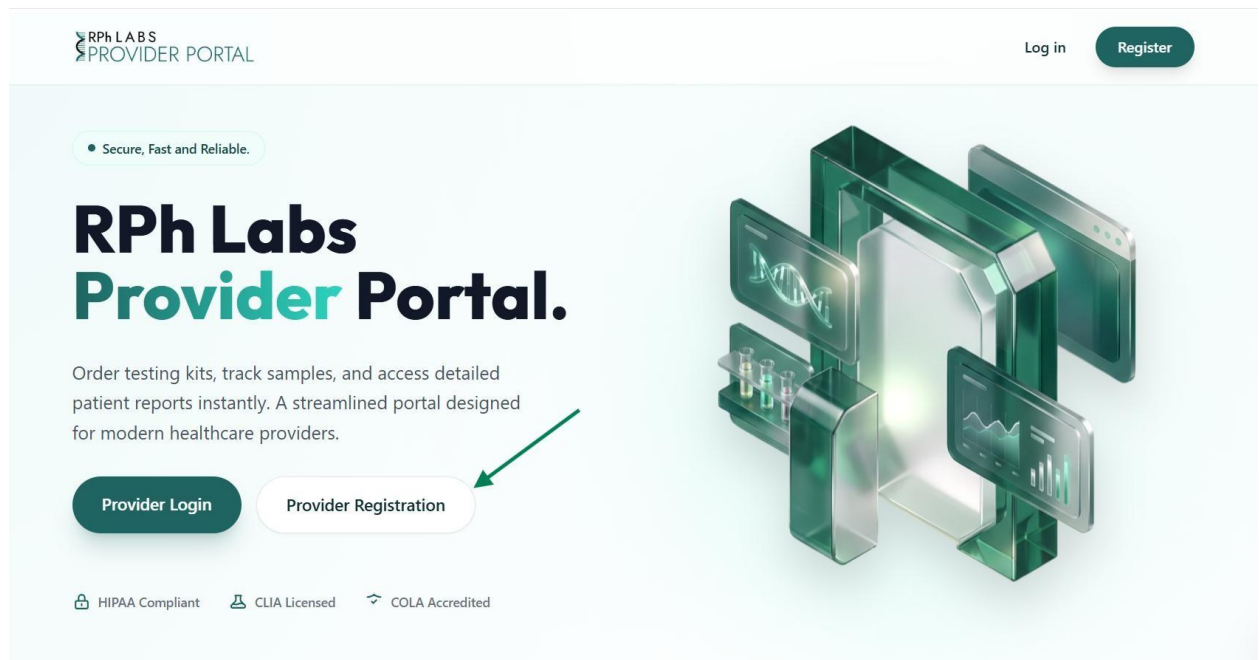


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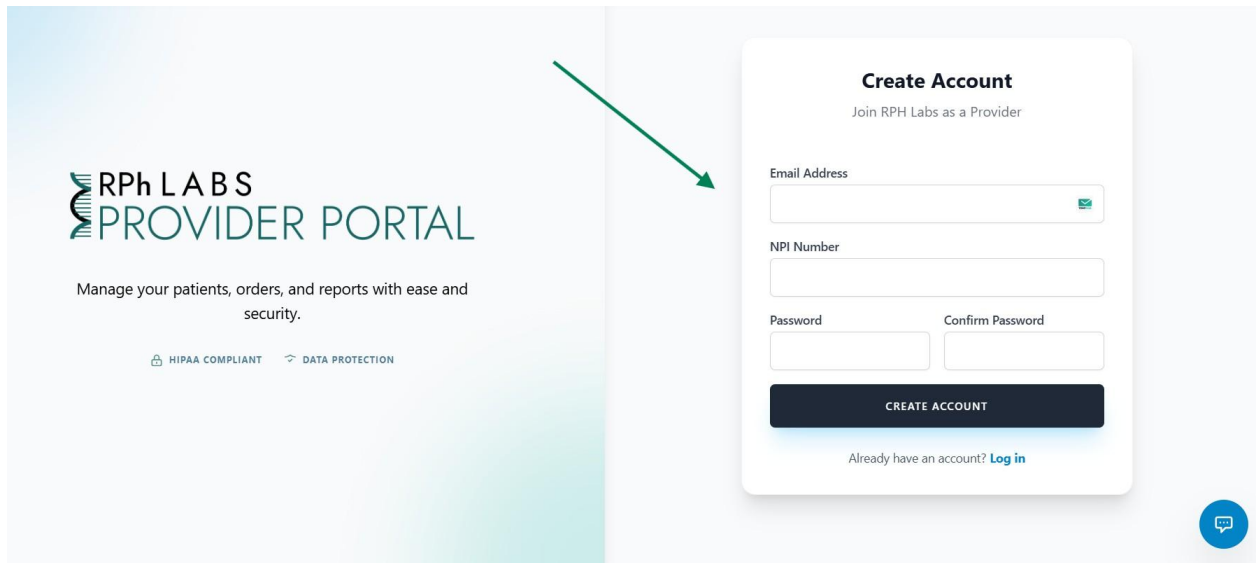
Physician Signup Guide

If you are a physician and wish to create an account on our provider portal, please follow the steps below:

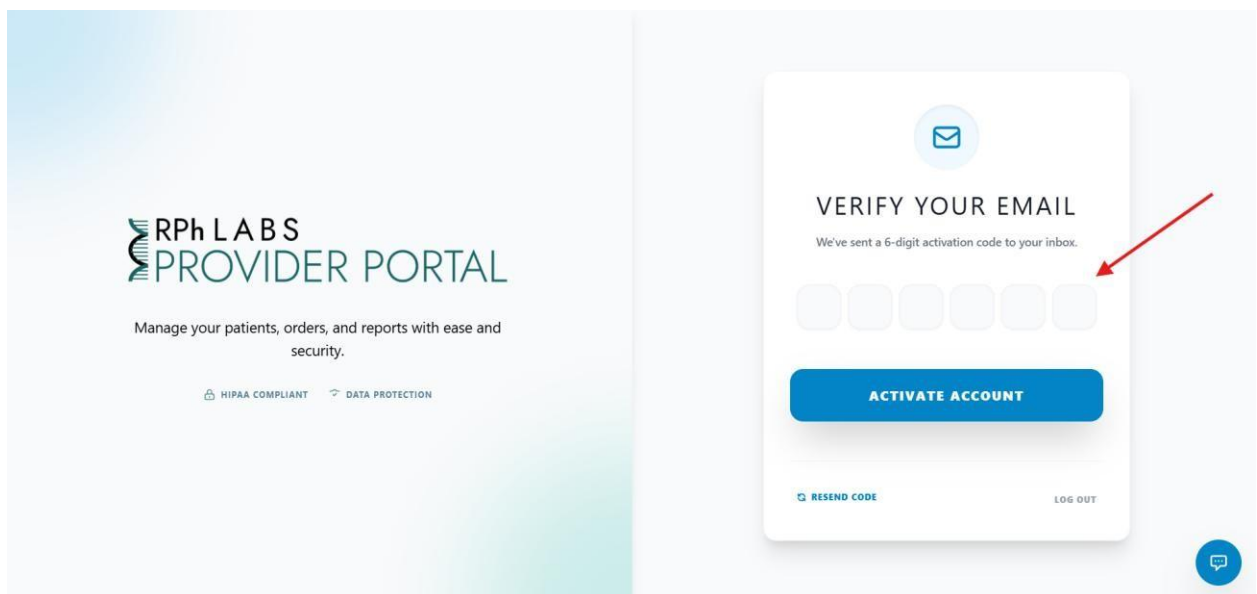
1. On the main page, click the **“Provider Registration”** button to proceed to the registration page.



2. On the registration page, complete the form located on the right side of the screen. You will be required to enter details such as your **Email Address, NPI Number, Password, and Confirm Password**. After filling in all required fields, click **“Create Account.”**



3. A 6-digit OTP (One-Time Password) will be sent to your registered email address for verification. Enter the code on the portal and click **“Activate Account.”** Upon successful verification, you will be redirected to the dashboard.



4. On the dashboard, you will see two options under **“Select Your Professional Record.”**

- The first option allows the system to automatically fetch your details using your NPI number.
- The **“Manual Entry”** option requires you to enter all details manually.

Professional Identity Verification

ACTIVE STEP: IDENTITY CONFIRMATION [FETCH AGAIN](#)

We've matched your NPI () with professional records. Please select the correct entry if multiple exist and confirm the details below to activate your account.

1. EMAIL VERIFIED 2. CONFIRM IDENTITY 3. ACTIVATION

SELECT YOUR PROFESSIONAL RECORD

NPPES REGISTRY INFORMATION ☒

MANUAL ENTRY ☐ **REGISTRY INCORRECT / MISSING**
Select to enter details manually

OFFICIAL REGISTRY NAME

GENDER

CREDENTIALS

Profile Incomplete
Please complete your profile.

5. After selecting your preferred option, scroll down and click **“Confirm Selected Record.”** You will then be redirected to the form page.

ACTIVATION & CONFIRMATION

By proceeding, you attest that the NPPES registry data selected above correctly identifies you. Your account details will be synchronized with this official information to enable full portal functionality.

CONFIRM SELECTED RECORD →

6. If you selected the automatic option, your details will be pre-filled based on your NPI. You may review and edit this information as needed.

7. If you selected **Manual Entry**, you will need to complete all required fields yourself.
8. The form consists of three sections. Complete each section carefully. In the final section, click **“Activate Professional Profile”**.

RPh LABS PROVIDER PORTAL Dashboard Patients Orders Reports

Review & Activate Your Profile VERIFICATION HUB **FINAL CONFIRMATION**

1. PROFILE 2. PRACTICE 3. CONTACT

PROFESSIONAL IDENTITY
Personal credentials and registry matched identity.

CREDENTIAL / TITLE FIRST NAME MIDDLE NAME LAST NAME

REGISTRY GENDER: Male Female Other LICENSE NUMBER DEA REGISTRY NUMBER

NEXT: PRACTICE DETAILS →

SECURE HIPAA ENVIRONMENT | NPPES VERIFIED REGISTRY

Profile Incomplete Please complete your profile. **7%**

RPh LABS PROVIDER PORTAL Dashboard Patients Orders Reports

Review & Activate Your Profile VERIFICATION HUB **FINAL CONFIRMATION**

1. PROFILE 2. PRACTICE 3. CONTACT

CONTACT CHANNELS
Professional and personal contact endpoints for your profile.

TELEPHONE LINES: OFFICIAL PROFESSIONAL PHONE PERSONAL CELL PHONE OTHER PERSONAL PHONE

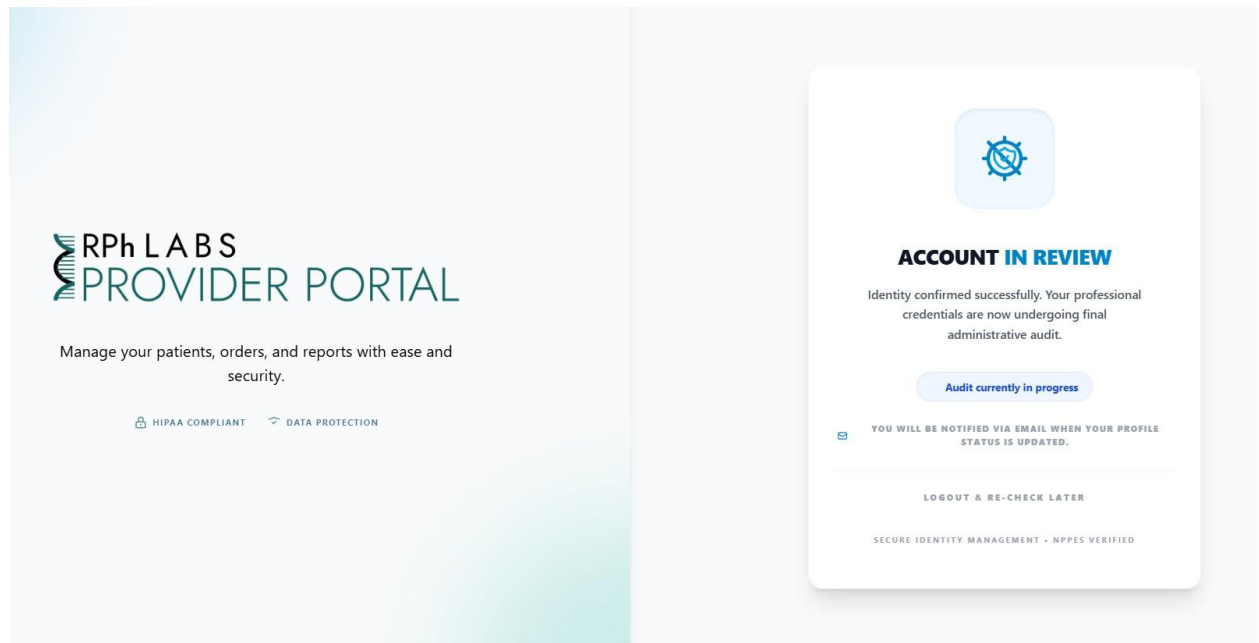
COMMUNICATION ENDPOINTS: OFFICE FAX NUMBER

FINAL CONFIRMATION
All accounts are verified against the NPPES registry. Please ensure your contact details are accurate for HIPPA-compliant communications.

PREVIOUS STEP **ACTIVATE PROFESSIONAL PROFILE**

Profile Incomplete Please complete your profile. **7%**

9. After submission, you will be redirected to the **“Account Review”** page. Our team will review your application and notify you via email of the outcome.



- If approved, you will receive a verification email.
- If your application is not approved, you will be informed of the reason for rejection and may be asked to resubmit the required information.