

Editing Healthpoint



Below is a guide to editing your enrolment on your Healthpoint profile.

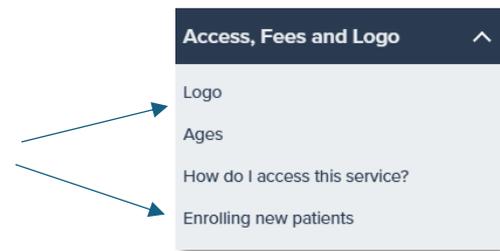
Any questions, contact us on: info@healthpoint.co.nz

Log-in using your Username or use the editing link we have provided.

- Go to www.healthpoint.co.nz
- Click **Sign in** on the top toolbar and enter your username and password
- Then click **Admin** on the top toolbar to access your editing homepage
- Click your Organisation name, then click **Start editing** or **Continue editing**
- If you have forgotten your password, use the [Forgotten Password link here](#)

Navigation:

- Use the left drop-down navigation menu
- Select **Access, Fees and Logo** on the navigation panel



Updating your Enrolment Status:

- Click the **pen icon** **Enrolling new patients** and select the **Enrolling Option** that applies to your practice (flow chart below)
- Click the **Show content** option to include any extra information e.g. enrolment eligibility
- Click **Save**
- Click **Review your changes** and if you are happy with your changes, click **Approve** to finish

