



How to Enroll a Patient: 3 Basic Steps

- 1st Open any major Internet browser. Chrome is recommended.
Type www.clearworks4ears.com into your search engine or address bar.
- 2nd Click on the [Sign Up/Login](#) box in the upper-right hand corner of the screen.
- 3rd Enter your email address and password then click on the [Log on](#) button.

Step 1: Obtain Subscription Codes

1. On your HHP dashboard is a tab called “Purchase a Subscription.” Under this tab, is the ability to purchase a 15-character subscription code.
2. You can use one subscription code for many patients. This makes keeping track of subscription codes much easier.
3. You can do this by increasing the number of users for the new code. You can also purchase codes one at a time.

Step 2: Create a New User Account (Two Options)

- a. **Option 1:** The HHP creates the account for the patient. On the left side of your HHP dashboard is a button labeled “Enroll a Patient.” Under this option you can enter the basic profile information needed to create a patient account. Enter this information and select “Enroll Now” at the bottom of the page. After the patient account is created, you can logout (under the upper-right icon of you or your clinic) and log-in using the new user’s account. Move to Step 3.
- b. **Option 2:** The User creates their own account. You can provide the subscription code to your patient and let them create their own account. They can do this from the homepage (www.clearworks4ears.com) by selecting “How to Subscribe” from the top of the screen and then “Subscribe Now” at the bottom of the page. After entering basic profile information, they would select “Continue to Secure Payment” at the bottom of the screen. Move to Step 3.

Step 3: Apply the Subscription Code to the New User

- You or your patient can enter the subscription code on the payment screen. Selecting “Apply” completes the process and the new user is directed to their dashboard where they can begin to Message, Play Games, Record FCPs, and become part of your community.