**HealthPoint New User Request:**

**Step 1:** Go to URL: https://hp.phoenixchildrens.com/Login/Login.aspx

**Step 2:** For Affiliation, Select “Other”

**Step 3:** Select and Print “Practice Confidentiality Agreement”

**Step 4:** Email or Fax completed contract to dg_Healthpoint_Approvers@phoenixchildrens.com / 602-933-1477

**Step 5:** Follow these steps:

A) Select “Other”

B) Select “New User?”
   - Fill out the screen
   - Accept the Terms and Conditions
   - Submit your request

**Note:** Once approved, you will receive an email indicating that your account has been processed.

A) Select “Other”  
B) Select “New User?”