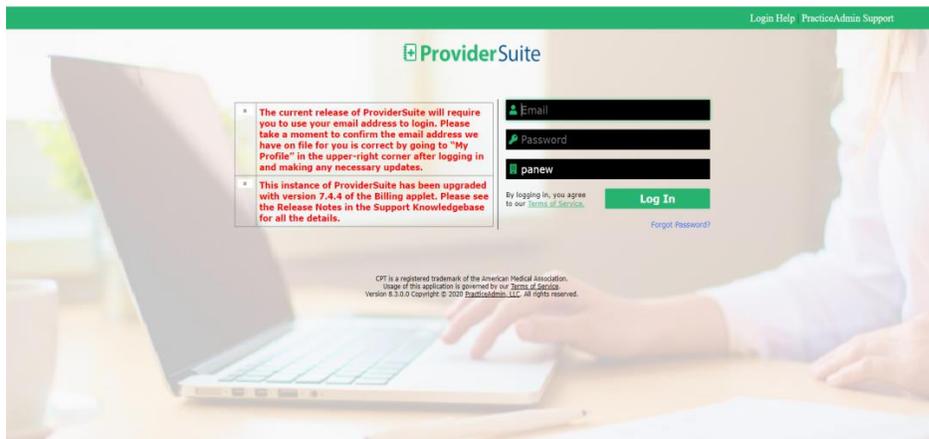


## Login Help

Open PracticeAdmin.

Browse the URL mentioned to open PracticeAdmin software.

<https://pa.practiceadmin.com/>.



### PracticeAdmin Login:

The image shows three input fields for the login process. The first field is labeled 'Email' with a person icon. The second field is labeled 'Password' with a key icon. The third field is labeled 'Organization ID' with a grid icon.

Email: Users need to use their registered Email Id to login.

Password: Logging in encrypted password registered along with Email ID.

Organization ID: The organization ID is needed to login. Practice Manager will provide the organization Id in case not known. Once logged in ID will be stored on the PC.

Forgot password:



User can reset the password by clicking on hyperlink 'Forgot Password'.

### Common Logging Problems:

The image shows the login form with red error messages below each field: '\* Please enter your Email' under the Email field, '\* Please enter your password' under the Password field, and '\* Please enter your Organization ID' under the Organization ID field.

Missing Fields:

User Name : In case not entered, information message to enter you Email.

Password: In case not entered, information message to enter your password

Organization ID: In case not entered, information message to enter your Organization ID

**Email - Password combination does not match our records. Please try again.**  
[Login Help](#)

testuser@practiceadmin.com

Password

pa1

Email – Password combination not found:

In this case, the email and password combination entered is incorrect. If forgot registered email ID, contact practice administrator.

Account Manager can reset the password and provide a new temporary password. Then once logged in will prompt to create a new permanent password.

**Your user account is not currently linked to any accounts. Please contact the support department for assistance.**

testuser@practiceadmin.com

Password

panew

By logging in, you agree to our [Terms of Service](#).

**Log In**

[Forgot Password?](#)

In this Case, user will be prompted with the following warning message if the logging user is not assigned to any of the account.

Account Manager can assign the user to the account.

**Your user account is disabled. Please contact the support department for assistance.**  
[Login Help](#)  
**Your account manager(s) are:**

testuser@practiceadmin.com

Password

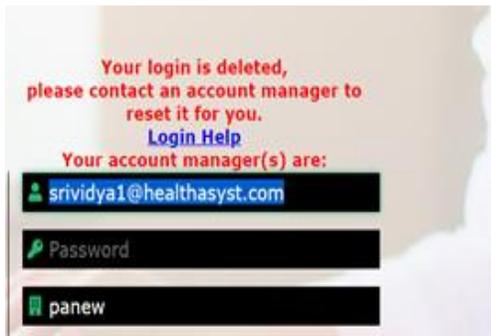
panew

By logging in, you agree to our [Terms of Service](#).

**Log In**

[Forgot Password?](#)

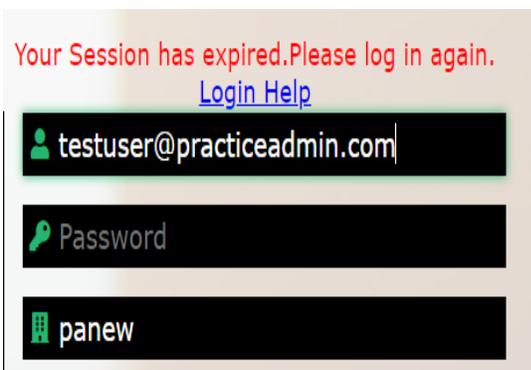
The Account managers might have disabled your login, or the login may be disabled due to inactivity. In either case user may contact your Account manager and ask him/her to re-enable your login.



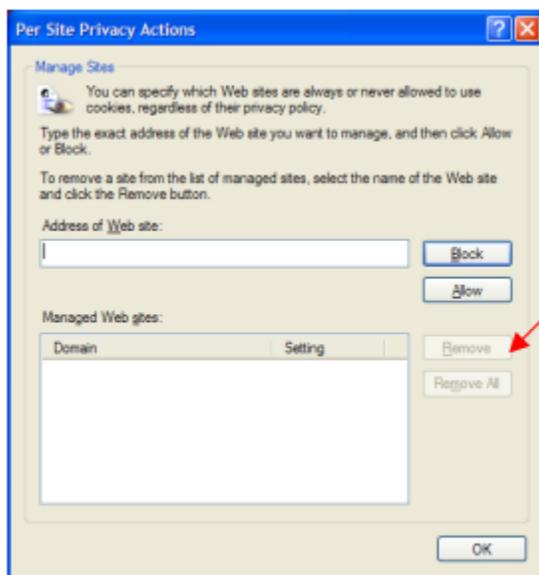
In this case, your account might have been deleted. User may contact your Account manager and ask him/her to re-enable your login.

**Your session has expired. Please login again.**

There may be some cookie issues with your computer. Cookies hold information about a website, and the cookie settings on Internet Explorer can be changed. Here's what the settings should be:

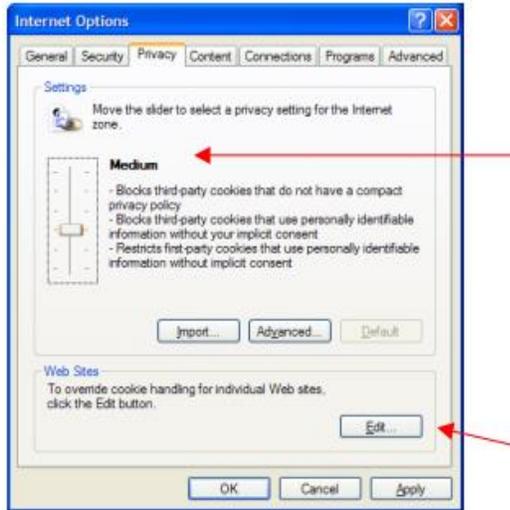


1. Settings are set to Default. In Internet Explorer, go to the Tools Menu, then to Internet Options. There, go to the Privacy Tab. Under Settings, make sure Default has been selected, and that it's set to Medium.
2. Be sure that [www.practiceadmin.com](http://www.practiceadmin.com) is not included in the list of restricted websites. This can be checked while on the Internet Options Privacy Tab. In the Web Sites section, click on Edit.



3. If [www.practiceadmin.com](http://www.practiceadmin.com) is listed under the Managed Web Sites, make sure you click on it then click on Remove to the right of it. That will take it off the blocked list of web sites.

Remove to the right of it. That will take it off the blocked list of web sites.



## Date and time

5:24 AM, Thursday, July 23, 2020

Set time automatically

On

Set time zone automatically

On

Change date and time

Change

Time zone

(UTC-05:00) Eastern Time (US & Canada) ▾

Adjust for daylight saving time automatically

On

Your system clock needs to be set correctly. Your system clock may be off. You'll need to change the system clock to the correct time, correct time zone for your region, and correct date.

To fix this problem, go to your system clock. Double click on your bottom on the right-hand corner of your screen to bring up the Date and Time Properties.

Make sure to select the correct date and time

To change the Time Zone, click on the Time Zone tab, and select the correct time zones from the drop-down list. Be sure to select Apply then Ok, and then try to login once again.