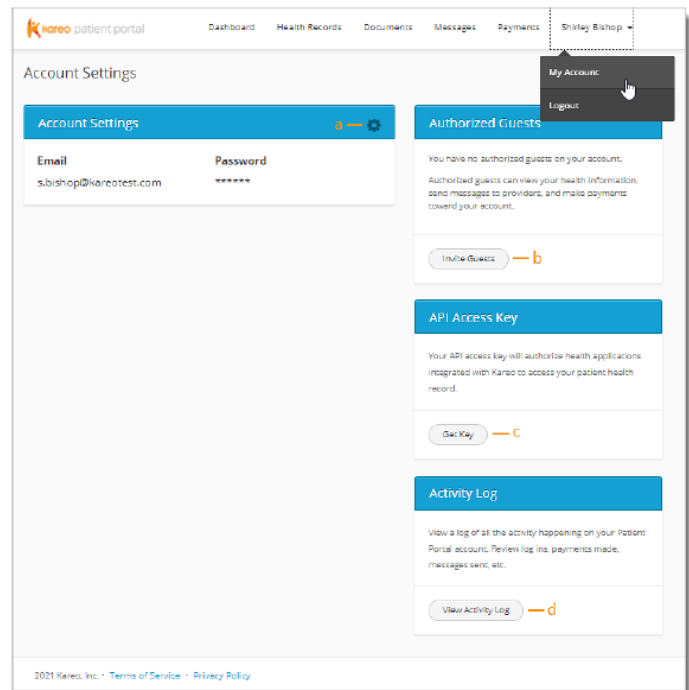


Navigate My Account

- a. **Account Settings:** Displays the email address associated to the account. Click the **settings** icon to reset the password.
- b. **Authorized Guests:** Click **Invite Guests** to allow authorized users to view the patient's health information, send messages, and make payments. To deny access to an authorized guest, click **Revoke** next to the guest's name.
Note: Authorized users do not have access to the *Account Settings* or *Authorized Guests* sections.
- c. **API Access Key:** Click **Get Key** to generate the API access key that authorizes health applications to integrate with Kareo to access the patient's health record. To deny the generated API key, click **Revoke**. Then, click **Revoke Access** on the confirmation pop-up window.
- d. **Activity Log:** Click **View Activity Log** to review log ins, payments made, messages sent, and more.



b. Authorized Guests:

Invite Guests

1. Click **Invite Guests**. The *Invite Guest* pop-up window opens.
2. Enter the *Guest First* and *Last Name*.
3. Select how the guest authenticates.
4. Enter the *Guest Phone Number* or *Date of Birth* and *Email Address*.
5. Click **Send Invitation**. The confirmation pop-up window opens and an email invitation is sent to the invited guest.
6. Continue to add additional guests or click **I'm done** to close the pop-window.

