



**Intealth**<sup>TM</sup>

Advancing the Global Health Workforce

# **MyIntealth<sup>TM</sup> Entity User Guide: Establishing Your MyIntealth Entity Portal Account**

# Table of Contents

- 1 Access the MyIntealth Entity Portal..... 3**
  - 1.1 Establish New Entity and Authorized User Account(s) ..... 3**
  - 1.2 Access MyIntealth Account for an Authorized User of ECFMG’s Former Online Services..... 3**

# 1 Access the MyIntealth Entity Portal

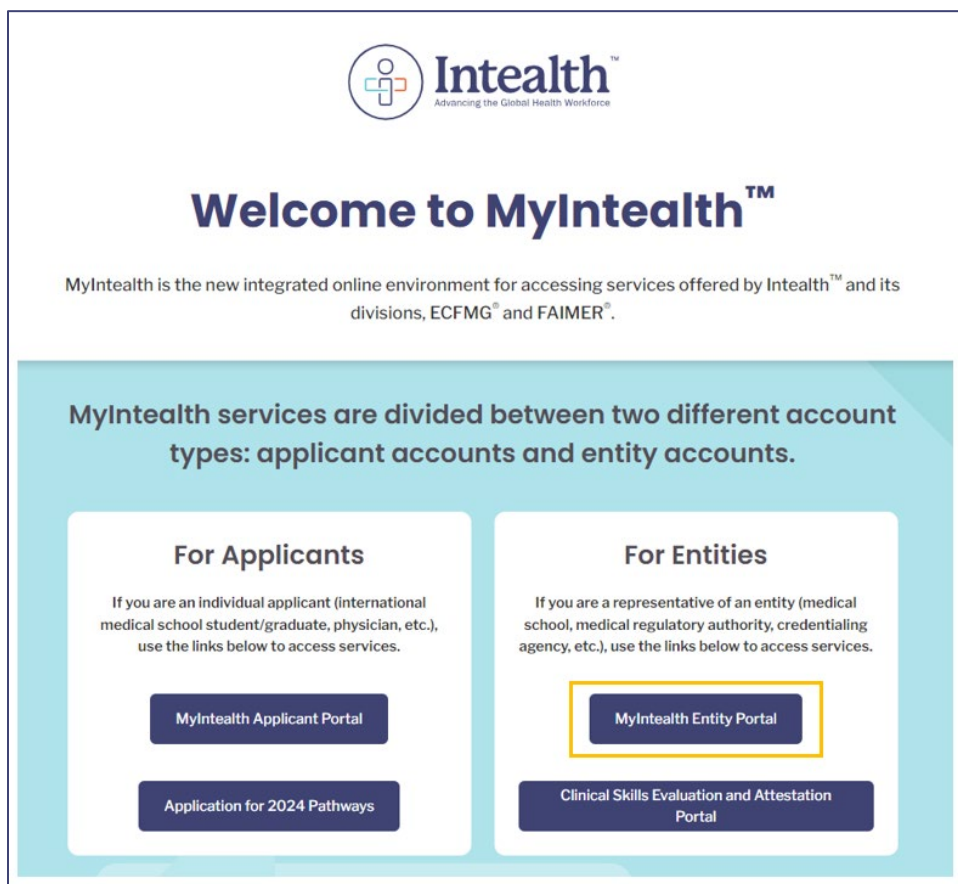
## 1.1 Establish New Entity and Authorized User Account(s)

If your organization does not already work with Intealth and you are interested in using Intealth services such as **Credentials Verification**, **Enrollment Verification**, or **Certification Verification Service (CVS)**, please contact us at [entitysupport@ecfmf.org](mailto:entitysupport@ecfmf.org).

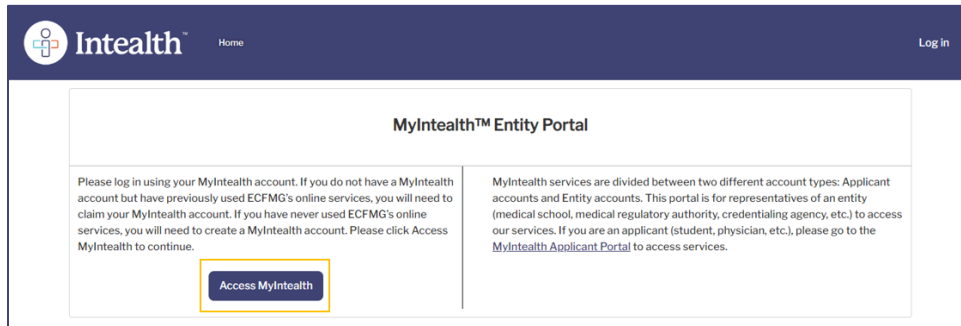
If your organization already uses Intealth services and you were an authorized User of ECFMG's former online services, please refer to the [Access MyIntealth Account for an Authorized User of ECFMG's Former Online Services](#) section below on how to access your account.

## 1.2 Access MyIntealth Account for an Authorized User of ECFMG's Former Online Services

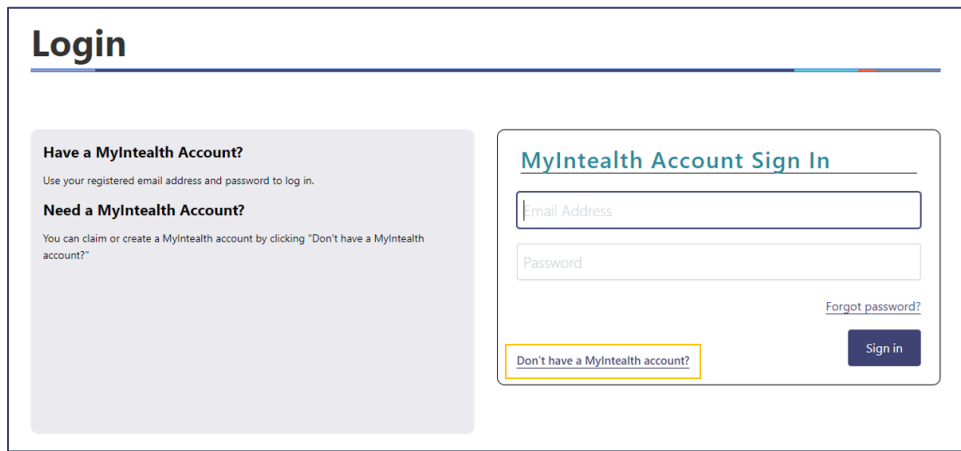
**Step 1.** Access the **MyIntealth** login page at [www.myintealth.app](http://www.myintealth.app), and click **MyIntealth Entity Portal**.



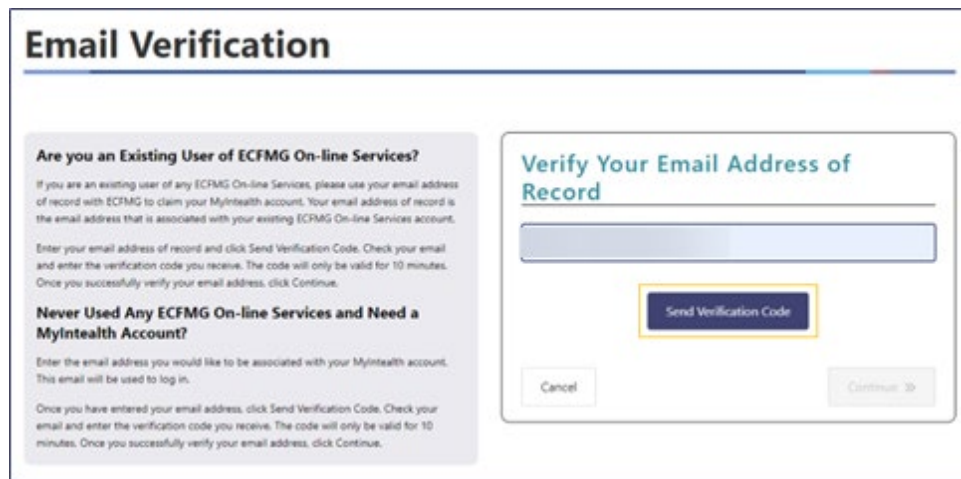
**Step 2. Click Access MyIntealth.**



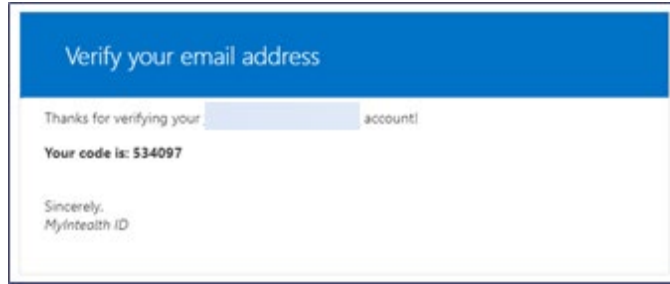
**Step 3. Click Don't have a MyIntealth account?**



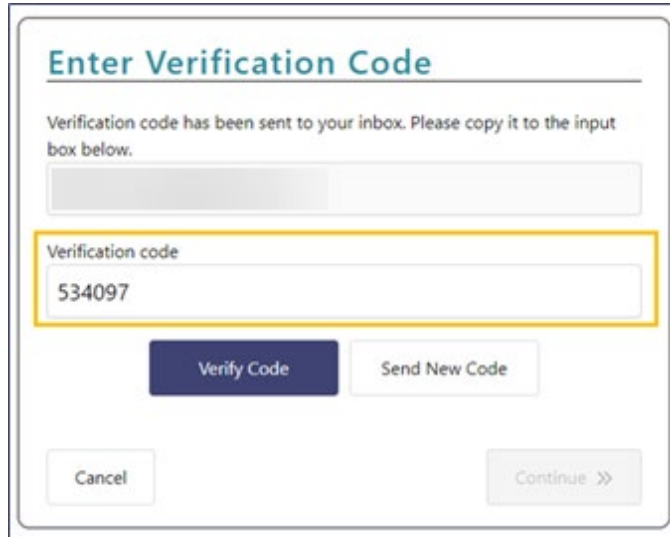
**Step 4. Provide the email address currently on record for ECFMG online services, and click Send Verification Code.**



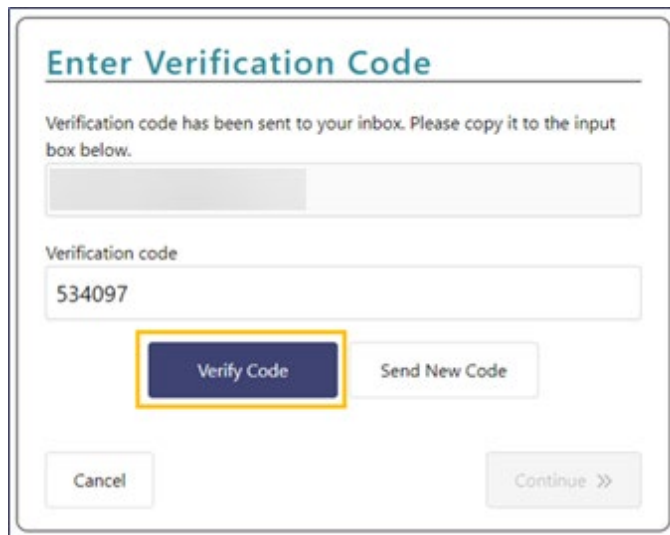
**Step 5.** The **Verification Code** is sent to the assigned email address.



**Step 6.** Return to the **Email Verification** screen, and enter the provided **Verification Code**.



**Step 7.** Click **Verify Code**.



**Step 8.** The **Email Address Verified** section appears. Click **Continue**.

**Email Verification**

**Are you an Existing User of ECFMG On-line Services?**

If you are an existing user of any ECFMG On-line Services, please use your email address of record with ECFMG to claim your MyIntealth account. Your email address of record is the email address that is associated with your existing ECFMG On-line Services account.

Enter your email address of record and click Send Verification Code. Check your email and enter the verification code you receive. The code will only be valid for 10 minutes. Once you successfully verify your email address, click Continue.

**Never Used Any ECFMG On-line Services and Need a MyIntealth Account?**

Enter the email address you would like to be associated with your MyIntealth account. This email will be used to log in.

Once you have entered your email address, click Send Verification Code. Check your email and enter the verification code you receive. The code will only be valid for 10 minutes. Once you successfully verify your email address, click Continue.

**Email Address Verified**

E-mail address verified. You can now continue.

Cancel Continue »

**Step 9.** Create and confirm a new password on the **Claim Account** screen.

**Claim Account**

**New Password Requirements**

**Password:**

- Must be at least eight characters long.
- Must include characters from at least three of the following categories:
  - English uppercase characters (A-Z)
  - English lowercase characters (a-z)
  - Numbers (0-9)
  - Symbols (!, @, #, %, etc.)

**Confirm Password:**

- Enter the same password in the Password and Confirm New Password fields and click Confirm.

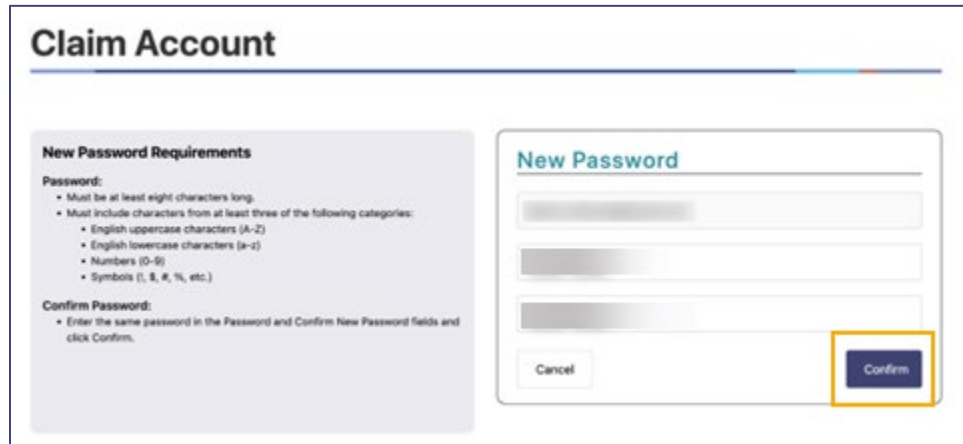
**New Password**

Cancel Confirm

- a. Password requirements when claiming an account:
- 1) Must be at least eight characters long.
  - 2) Must include characters from at least three of the following categories:
    - a. Latin uppercase characters (A-Z)
    - b. Latin lowercase characters (a-z)
    - c. Numbers (0-9)
    - d. Symbols (!, \$, #, %, etc.)

*You are only required to create and confirm a new password on your first login.*

**Step 10.** Click **Confirm**.



The screenshot displays the 'Claim Account' interface. On the left, a grey box titled 'New Password Requirements' lists the following rules:

- Password:**
  - Must be at least eight characters long.
  - Must include characters from at least three of the following categories:
    - English uppercase characters (A-Z)
    - English lowercase characters (a-z)
    - Numbers (0-9)
    - Symbols (!, @, #, %, etc.)
- Confirm Password:**
  - Enter the same password in the Password and Confirm New Password fields and click Confirm.

On the right, the 'New Password' form contains three input fields and two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a yellow border.

**Step 11.** Access the **MyIntealth Entity Portal**.