

Client Portal

Getting Started



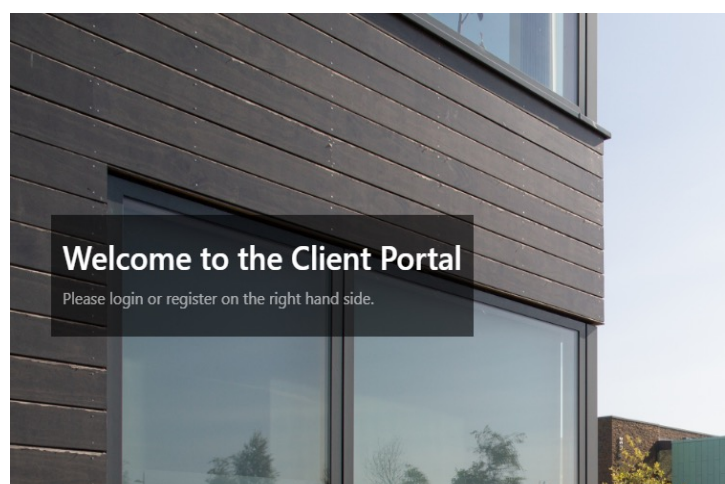
This guide will talk you through how to access the Meddbase Client Portal to collect certificates and reports following an appointment.

1. Logging In

To sign in to your Alert Health Client Portal, please use this link: [Meddbase Occupational Health Portal](#)

The first screen will ask you to sign in. If this is your first visit to the portal, please select 'Forgot Password' and follow the instructions to set a password and gain entry.

If you have any difficulty accessing the system, please contact service@alerthealth.co.uk for further guidance.



Alert Health Client Portal

Sign in

Please sign in with your email address and password

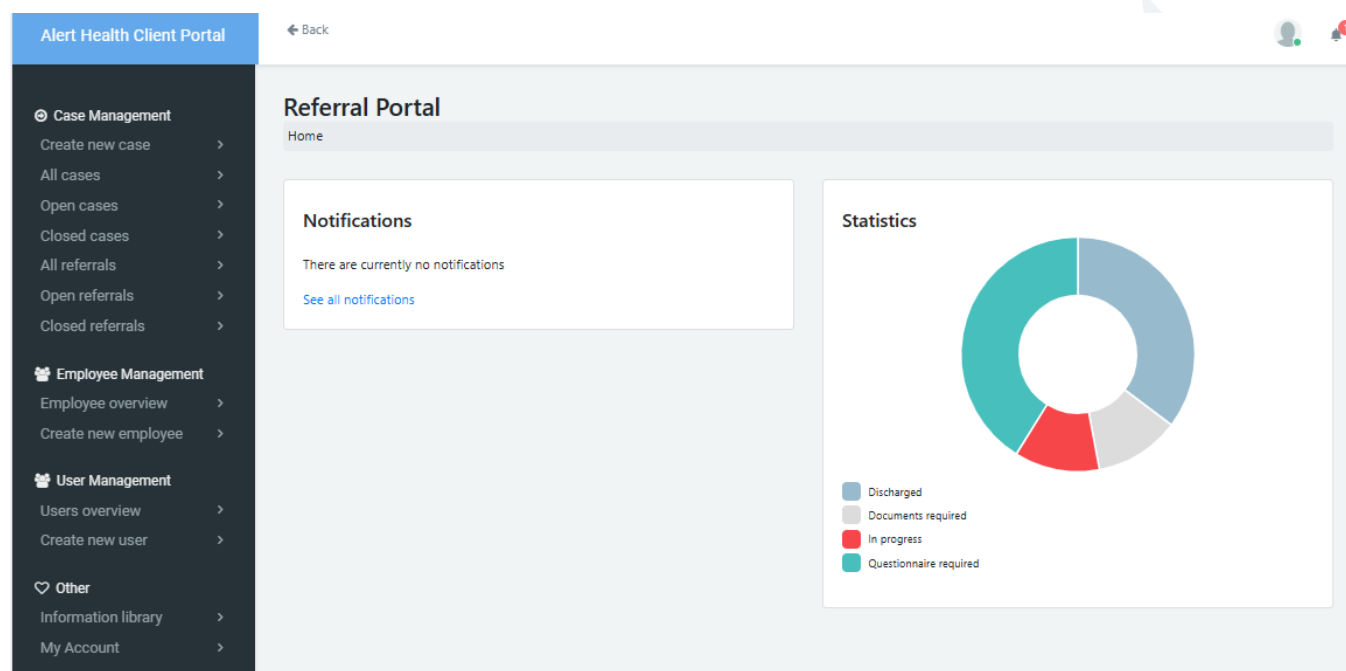
[Forgot password?](#)

Sign in

Register here

2. Client Portal Dashboard

Once logged in, you will be taken to the Client Portal dashboard from where you can view notifications and access the different areas of the portal.



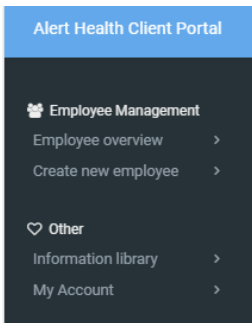
The menu bar on the left-hand side will help you navigate the system and guide you to where you need to be. There are different levels of access that can be granted to Client Portal users. This will dictate the menu layout.

3. Employee Management

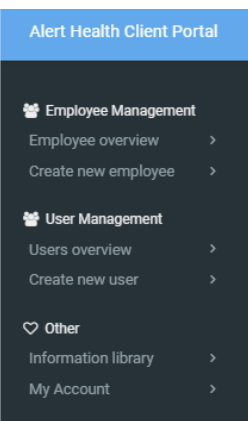
All users will have access to the ‘Employee Management’ section.

In addition, users can be provided with access to manage their company’s portal users and will see ‘User Management’ within their menu. Portal users granted access to refer employees for Management Referral appointments will also see the ‘Case Management’ menu.

Standard User



User Management



Management Referral Booker

