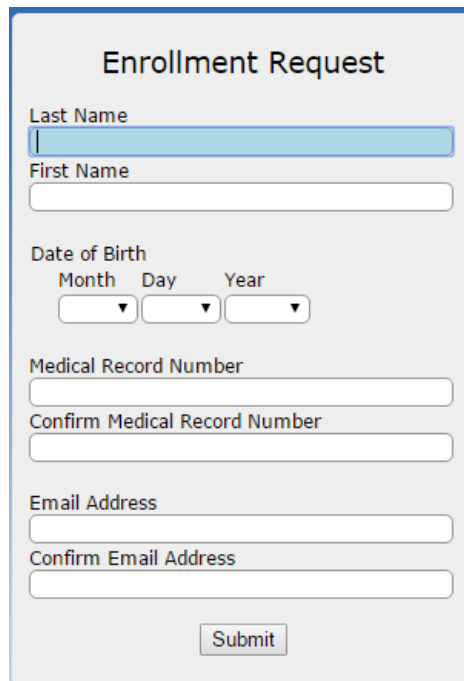# FREDERICK MEMORIAL HOSPITAL CARETRACK PORTAL SELF-ENROLLMENT GUIDE

Getting Started with the Frederick Memorial Hospital (FMH) CareTrack Portal Self-Enrollment

1. Navigate to the FMH CareTrack landing web page using http://www.fmh.org/CareTrack

2. Select the Self-Enrollment link. This will redirect you to the enrollment web form.

3. After updating all fields, click the "Submit" button. The entered fields will need to match exactly the corresponding information for your FMH medical record.

If any of the entered information does not match your current medical record, the system will display an error. You may try to input the information again or contact our Portal Specialist at: (240) 566-3438 or e-mail: caretrack@fmh.org.
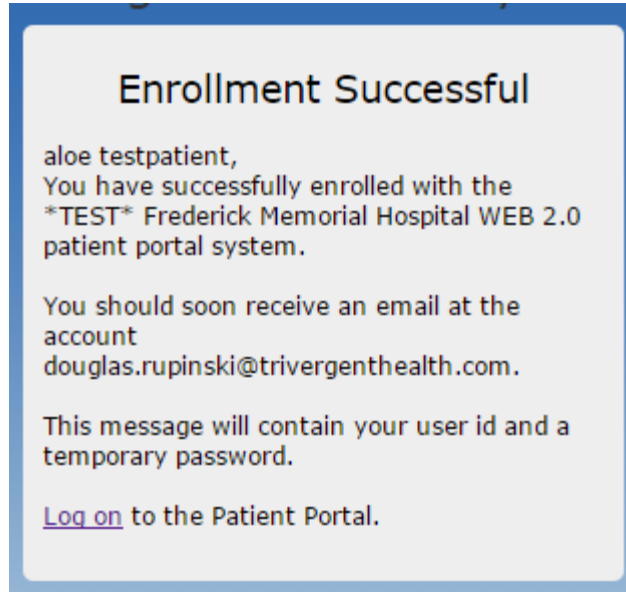
Enrollment Request

Last Name

First Name

Date of Birth
    Month   Day   Year

Medical Record Number

Confirm Medical Record Number

Email Address

Confirm Email Address

Submit

4. If there were no issues with the submission you will see the following displayed.

FREDERICK MEMORIAL HOSPITAL
CARETRACK PORTAL
SELF-ENROLLMENT GUIDE

5. An enrollment email will be sent to your email on file. If you did not receive an e-mail, check your email junk or spam folders. If still have not received the email, contact the FMH Help Desk at (240) 566-3438.
6. Click on the link at the bottom of the e-mail to open the Change Logon ID and Password web page; see screen shot below.

FREDERICK MEMORIAL HOSPITAL
CARETRACK PORTAL
SELF-ENROLLMENT GUIDE

7. Update the New Logon ID, New Password & Confirm New Password, select a Security Question and provide a value for the Security Question Answer fields. **Please review the Logon ID & Password requirements outlined at the top of the web page.**

8. Click the "Submit" button. The following message should be displayed:

9. Log off by clicking the "Log off" link at the top right corner of the web page.

10. Login by clicking the "here" link at the top left corner of the web page.

11. Enter your new Logon ID and Password and click the "Log On" button.

12. "Accept" the Terms and Conditions agreement to access your health information.