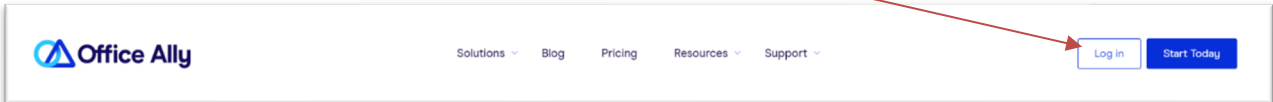


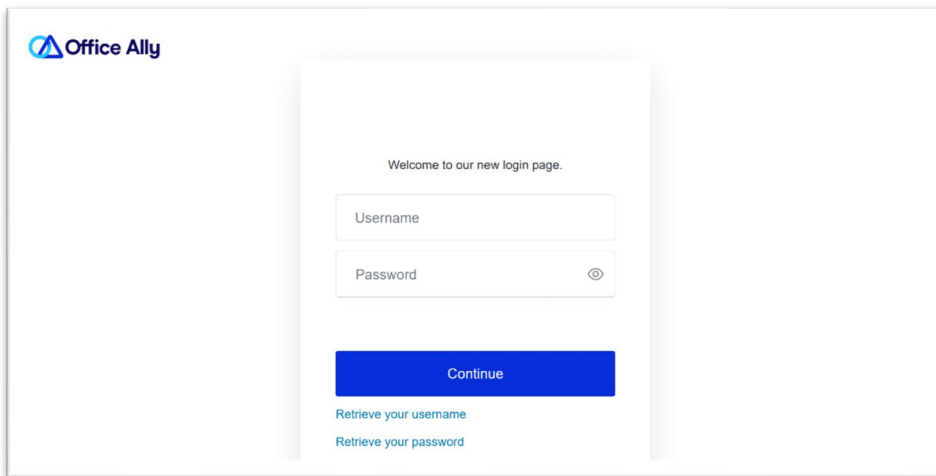
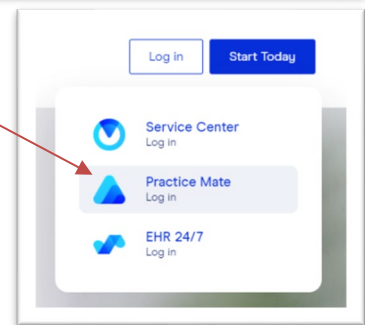
Login to Office Ally – Practice Mate

Logging in to Office Ally – Practice Mate, and what to do if your username/password are lost.

1. Go to the Office Ally login page for Practice Mate:
<https://cms.officeally.com/practicemate>
2. Click the [**Log in**] button in the upper right corner.



3. Select [**Practice Mate Login**] from the drop-down menu.
4. Enter your username and password and click the blue [**Continue**] button.

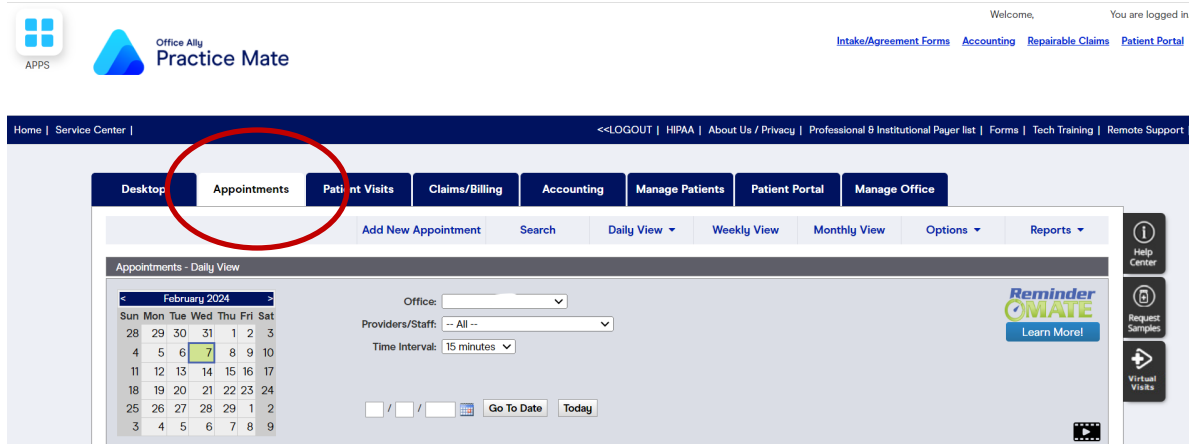


5. The first time you login, you may see a service center message. If that happens, close your browser, reopen, and login again to fix the issue.
6. Your account will open to your “**Appointments**” tab
(Note: recording and keeping your appointments in Office Ally is optional.)



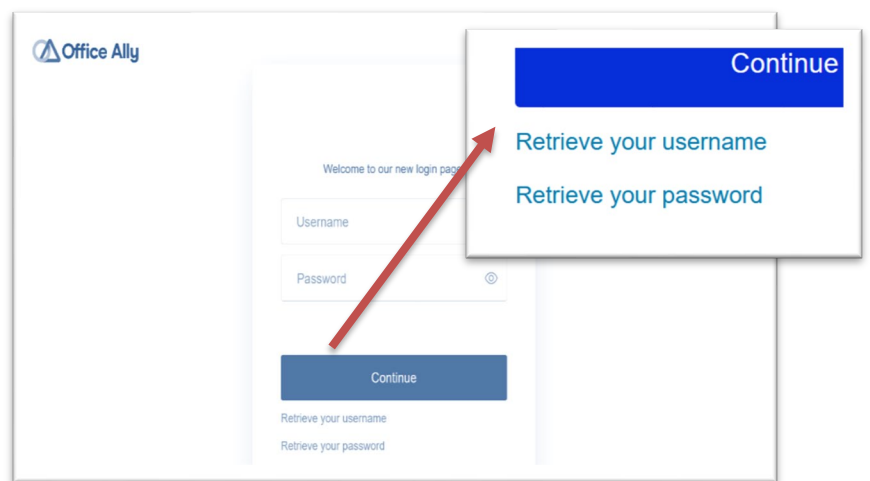
Office Ally Customer Service (360)975-7000 ° support@officeally.com

° PO Box 503010, White City, OR 97503-0813 ° www.professionalpractice.net °
° Phone (541)234-4781 ° Fax (503)419-4662 ° Email info@professional-practice.org °



7. **Forgot Password?** If you lose your username and/or password, you can use the 'Retrieve' links on the login page (see step 4).

8. **Password Reset.** The 2-minute video below will show you how to reset your password:



<https://vimeopro.com/user67674610/troubleshooting-browsers/video/331275908>

9. **Other Problems – Got Cookies?** Resetting your browser and clearing cache/cookies will clear up most glitches. Open the following link to see instructions on resetting your browser and clearing your cache depending on your browser type:

<https://support.officeally.com/knowledgebase/web-browser>

10. You can also contact Office Ally for a password reset or other questions.

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