

Introduction

To communicate with a patient through Reacts and have him/her in your contact list, you must access the Reacts dashboard from a computer or mobile device, and send them an invitation to join you as a guest. (Registration as a guest is free for the patient.) See details below regarding how to invite a patient as a guest.

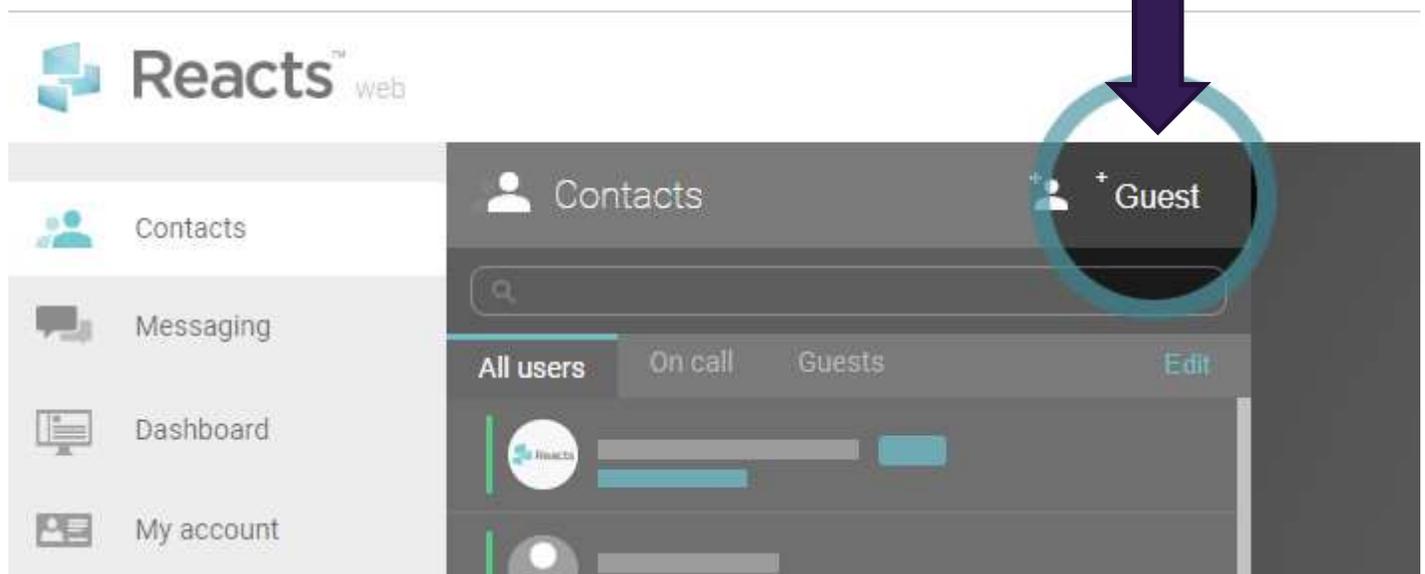
*Please note: There are **DIFFERENT** ways to invite your patients, depending on whether or not you want them to have access to you outside of a virtual appointment.*

Inviting Guests from a Computer (Reacts Web App)

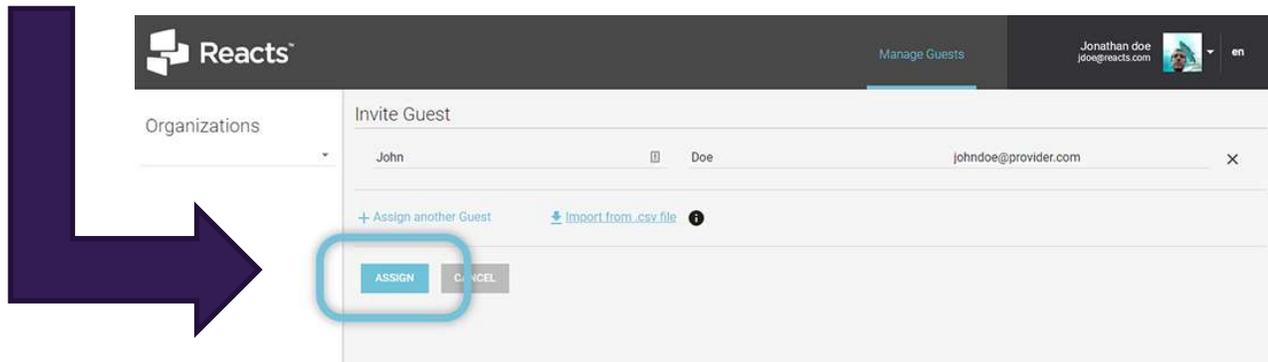
Go onto Google Chrome (only browser Reacts is compatible with)

Login to your Reacts account at reacts.com

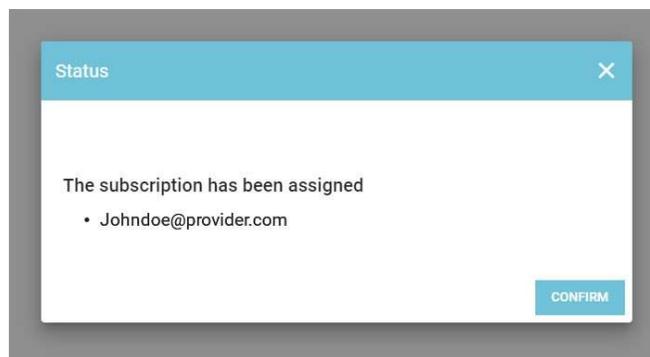
In the **Contacts** section, click on **+Guest**.



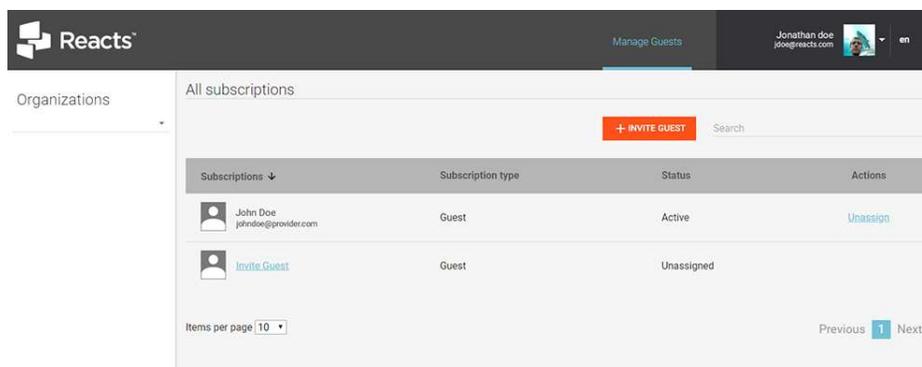
This will bring you to the Reacts dashboard, where you can invite your guests and manage their subscriptions. Enter the name and email address of your patient and click on “Assign”.



You will get a message confirming that your Reacts invitation has been sent; the status of the guest account will appear as “pending” on your dashboard.

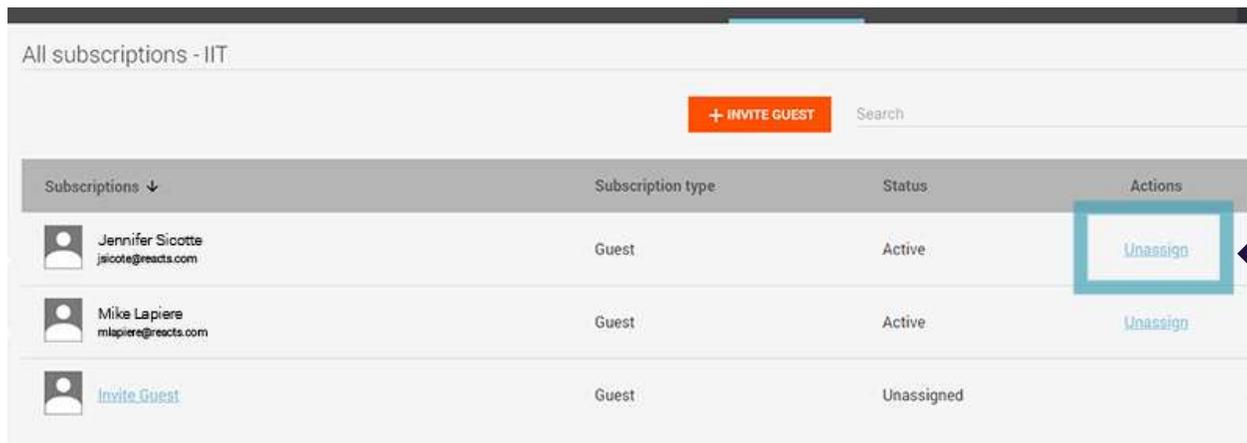


As soon as your guest has completed his/her Reacts account registration, you will see the status of their guest account change to “active”. At any time, you can “unassign” your guest’s access and invite new guests by clicking on the orange **+ INVITE GUEST** button.



How to unassign a subscription to a patient so that he/she can no longer reach me:
At any time, you can remove the patient from your contact list and your guest list by following these steps:

- To unassign a subscription to a patient, just go to your Reacts dashboard, select the patient and click on “Unassign”

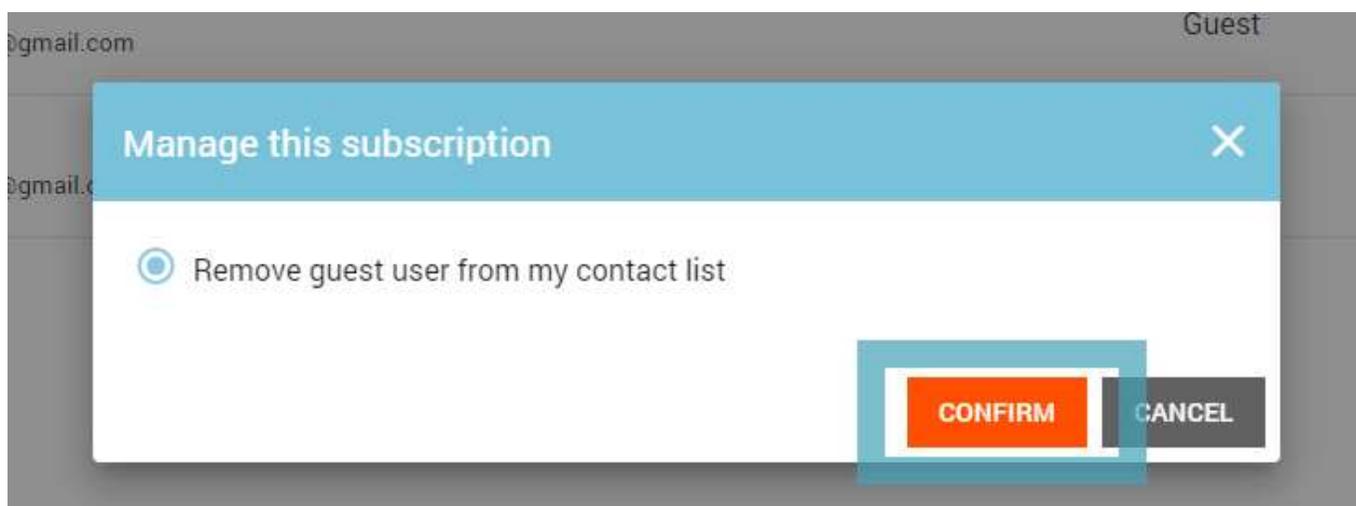


All subscriptions - IIT

[+ INVITE GUEST](#) Search

Subscriptions ↓	Subscription type	Status	Actions
Jennifer Siotte jsiotte@reacts.com	Guest	Active	Unassign
Mike Lapiere mlapiere@reacts.com	Guest	Active	Unassign
Invite Guest	Guest	Unassigned	

Then simply click on CONFIRM to complete unassignment of the subscription.



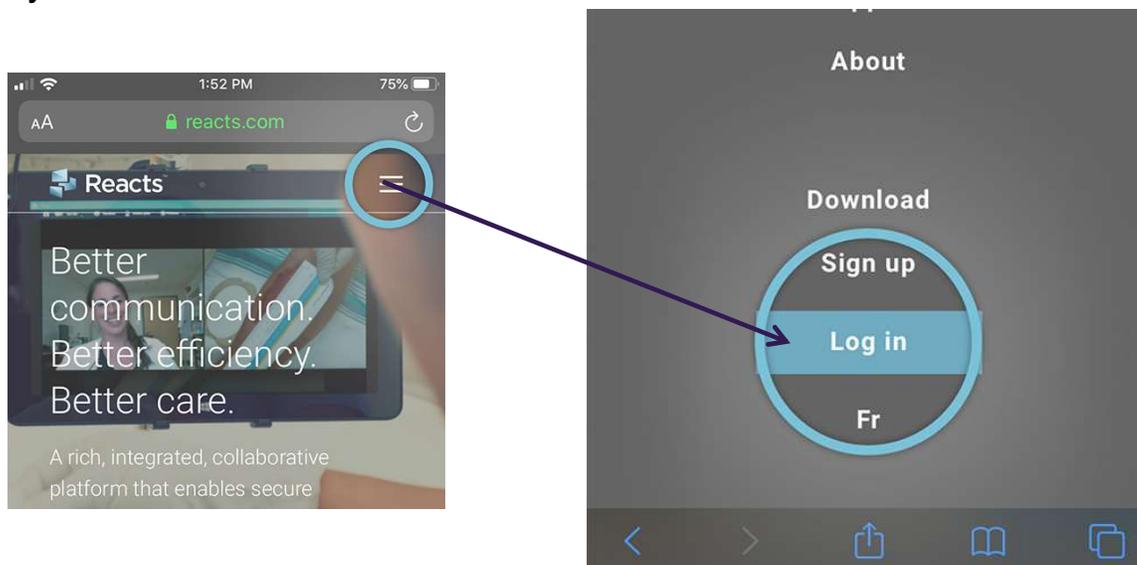
Then you just have to remove the patient from your contact list in the application. The patient will no longer be able to access you via Reacts. You can, however, re-invite them at any time via your dashboard or by creating a virtual appointment (see point A above)

Inviting Guests from a Mobile Device

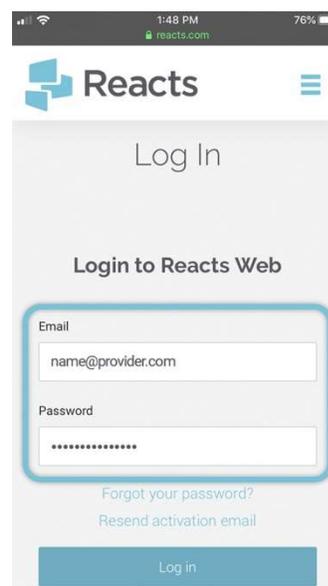
Please note: This is for physicians/residents only

Go to reacts.com using a browser on your mobile device.

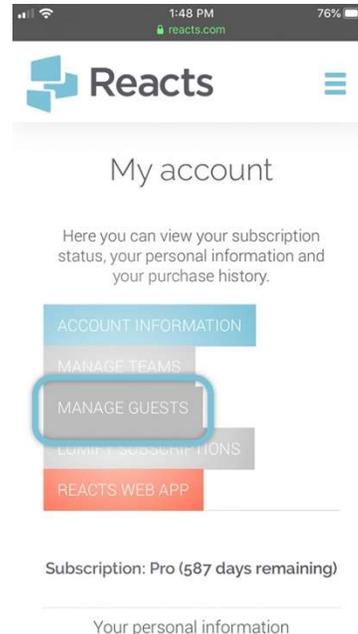
Click on the menu button in the upper right of the page and then click on **Log In** to login to your Reacts account.



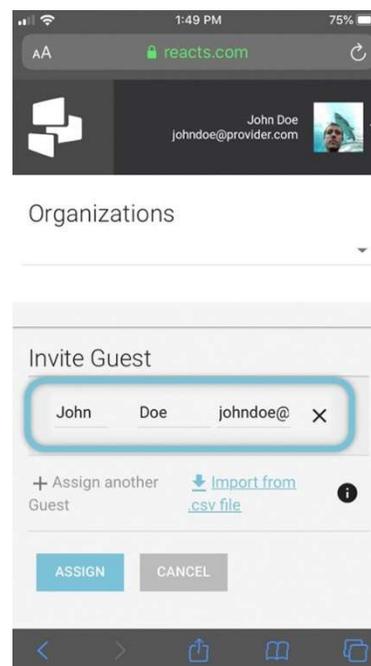
Enter your e-mail and Reacts password to log in to the Reacts dashboard



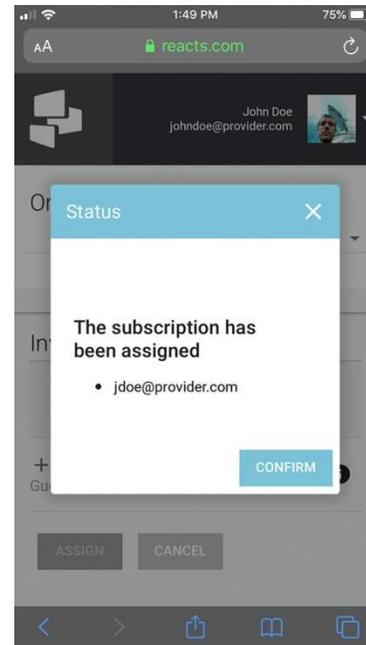
This will bring you to your Reacts dashboard, where you can invite your guests and manage their subscriptions. Click on the **Manage guests** tab.



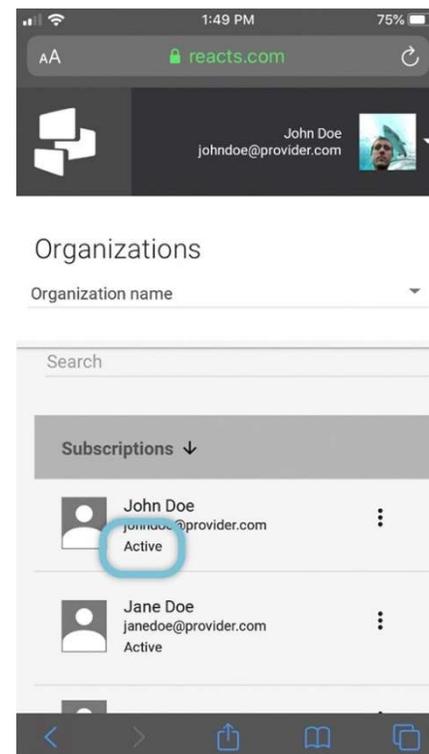
Enter your patient's name and email address and click on **Assign**.



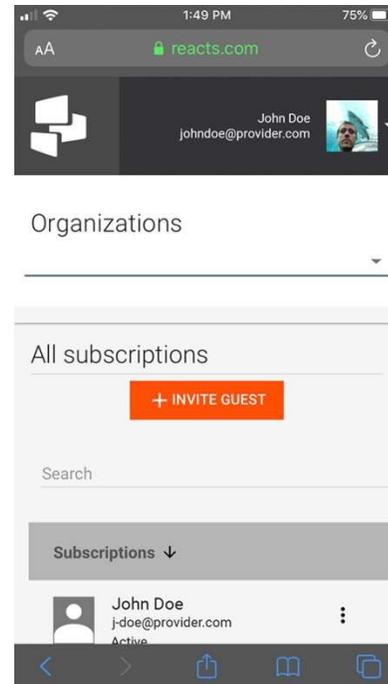
You will get a message confirming that your Reacts invitation has been sent.



The status of the guest account will be initially shown as “pending” on your dashboard. After your guest has completed his/her Reacts account registration, you will see the status of the account change to “active”. At any time, you can “unassign” your guest’s access.



You can also invite new guests by clicking on the orange **+ INVITE GUEST** button.



Once you have completed the Reacts guest invitation process, your patient will receive an email from Reacts advising them that you have assigned them a Reacts guest subscription

Patients will have to create their Reacts account by clicking the **Join now** button and accessing the application by downloading it or by accessing it through the web version on their computer. When they log in to their account for the first time, they will automatically see you in their “Contacts” list.

