Lock Participant's Account



- 1. Go to the **tonicforhealth.com** on your computer.
- 2. Click the **Log In** button in the upper right corner of the screen. You will be redirected to the MyTonic Platform login screen.
- 3. Enter your email address and password to login to your MyTonic account.
- 4. Go to the **Patients** tab to open the list of the participants and/or their parents enrolled into the ACTION program through Tonic.
- 5. Enter ACTION ID, Participant's name or email of specific participant that you want to update or deactivate into the **Search by name, email, or ID** field. Note: search is automatically started when at least 3 letters are entered into this field.
- 6. Click the **lock button** to deactivate participant's account in Tonic. Note: participant's account should be deactivated only if they should no longer receive any forms from Tonic.
- 7. Once participant's account is deactivated, green lock icon is changed to the red lock sign: 🔏



Sign In For a Good Time! Vir tail addes: vir tail addes: vir tail addes: vir tail addes: Sign in For a good Time! List Gol

4. Patients tab:



5. Search participant:

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	Test_888	Test TestName		jeffrey.reichman@cardio		01/04/1998	08/20/2021	1	۵	20 -		

6. Lock the participant's account:

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