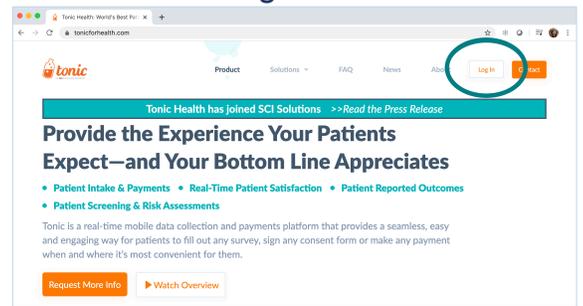


Lock Participant's Account

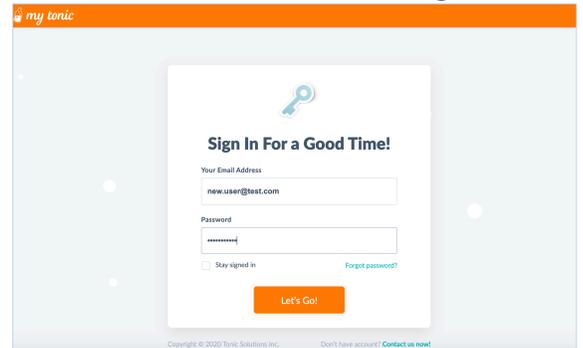
1. Go to the tonicforhealth.com on your computer.
2. Click the **Log In** button in the upper right corner of the screen. You will be redirected to the MyTonic Platform login screen.
3. Enter your email address and password to login to your MyTonic account.
4. Go to the **Patients** tab to open the list 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: 

Tips

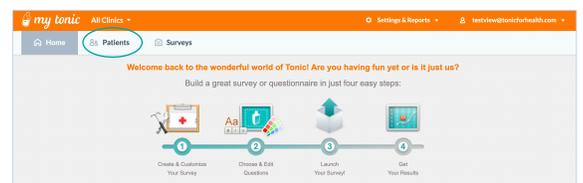
2. Log In button:



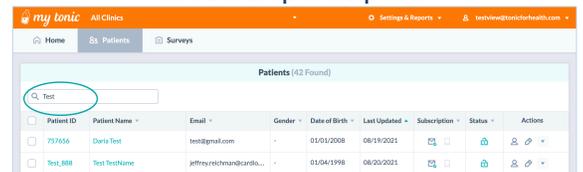
3. Enter credentials to login:



4. Patients tab:



5. Search participant:



6. Lock the participant's account:

