Complete Your Patient Portal Registration with a PIN

You have a Patient Portal PIN. Now what?

Follow the steps below to complete your portal registration. The steps you will take depend on how you received your PIN.

If you received a PIN in a Welcome email...

① IMPORTANT: If you received multiple Welcome emails from InteliChart for multiple children, follow these steps from **one of the emails**. The other emails will only be used to copy the other children's PIN numbers. See step 5 below.

- 1 From the Welcome email, click the Patient Portal URL.
- Enter your (the parent/guardian's) information. You'll enter your child's information in Step 4.
- 3 Select the checkbox to accept the Terms & Conditions, and click **Continue**.
- Complete the information for the patient whose name and PIN are already displayed.
- Optional: If you received PINs for additional children, click I'd like to add another child, and enter the PIN and information for the next child. Repeat this step until all children have been added.

TIP: This is when you will refer back to the remaining email(s) you received to copy the PIN(s) for additional children.

6 Click Create My Account.

If you were not sent a Welcome email...

- 1 Navigate to the practice's Patient Portal URL, and click Let's Get Started.
- Enter your (the parent/guardian's) email address, create a password, and click Continue.
- Enter your (the parent/guardian's) birthday. You'll enter your child's information in a little bit.
- 4 Select a security question, and provide the answer.
- (5) Click the button for who was issued the PIN and complete the registration.



Click **Myself** if you (the parent/guardian) are *also the patient* and were issued a PIN for yourself. You'll enter your PIN, accept the Terms & Conditions, and click **Create My Account**.

or



Click A child if you are the parent/guardian of a patient of the practice. You'll enter your (the parent/guardian's) information, accept the Terms & Conditions, and click Continue. You'll then enter the patient's birthday and PIN. If you have PINs for additional children, click I'd like to add another child, and enter the PIN and information for the next child. Repeat this until all children have been added. When done, click Create My Account.

You're all set!

What you'll see on the homepage

Some options may not be available.

Portal Account Toggles



These toggles drive whose info is displayed. Your button is first, followed by one for each child you've linked by PIN. Be sure to select the correct toggle when viewing patient info.

Suggestion Tiles



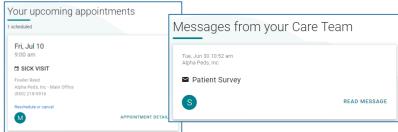
These tiles provide quick access to some of the most commonly used portal actions. When sending a message, be sure to send it **on behalf of the patient**.

• Messages / Items that Need Attention



Shortcuts replace the Suggestion Tiles for new messages, such as when a Survey has to be completed, or when other items require attention, such as Lab Results.

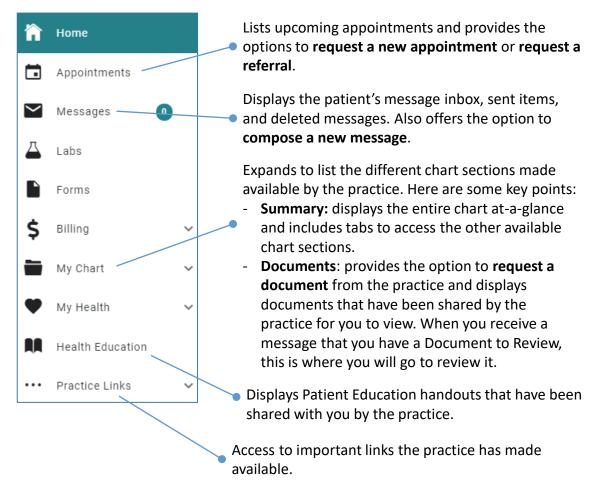
• Upcoming Appointments / Messages from Your Care Team



These are displayed on the homepage below the greeting. Use the included links to access more information about the Appointment or Message.

Using the Navigation Panel

Use the Navigation Panel to access more info for the selected portal account.



If you have any questions as you are navigating around your portal account, please contact the practice.