ACCOUNT PORTAL SETUP

HOW DID YOU RECEIVE YOUR PATIENT PORTAL REGISTRATION PIN?

EMAIL

BEFORE GETTING STARTED

- If you already have a portal account, *do not follow the steps below. Instead, log into your account, and click the pending registration tile on your homepage. Refer to the email you received for the PIN that you will be prompted to enter for the child/dependent.*
- If this is the first time you're setting up an account and you received emails for multiple patients, complete the steps below from *one* of the emails that *invites you to register*. When you log into the portal, click the pending registration tile on your homepage to complete the other registrations. Only use the other emails to obtain the PIN(s) for additional children/dependents.

1. From the email, make note of the email address and PIN, and click the URL to launch the portal.

2. On the Child/Dependent screen, enter the information for the patient whose first name is already displayed, and click **CONTINUE**.

3. On the Parent/Guardian screen, your email is already displayed. Enter the rest of your information.

4. Create a **Password** for your account, select a **Security Question**, and enter the **Answer**.

5. Review and agree to the **Terms & Conditions** by selecting the checkbox.

6. Click **CREATE MY ACCOUNT**.

PAPER

BEFORE GETTING STARTED

- If you already have a portal account that you created for another patient, *do not follow the steps below. Instead, log into your account, go to Settings > Add Child /Dependent,* and enter the **PIN(s)** for the additional patient(s).
- Complete the steps below If this is the first time you're setting up a portal account.
- If your printout contains PINs for multiple patients, you'll enter them in step 3.

1. Go the Patient Portal URL that is displayed at the top of the PIN printout, and click **LET'S GET STARTED**.

2. Click **Yes** because you have a PIN and click **Child or Dependent** (unless you are the patient and you're registering yourself for the portal.)

3. If you picked Myself in the previous step, proceed by entering your info. Otherwise, enter the child's or dependent's **birthday** and **PIN** from the printout. If you have PINs for additional patients, click **+Add another child or dependent** and complete their information. Click **CONTINUE** when you're done.

4. Complete all of the fields with your information, select a **Security Question**, and provide the **Answer**. Then, review the **Terms & Conditions** and confirm that you did so by selecting the checkbox. Click **CREATE MY ACCOUNT** when you're done.