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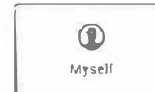
If you received a PIN in a Welcome email...

❗ **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.

2. 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**.

4. Complete the information for the patient whose name and PIN are already displayed.

5. *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**.

2. Enter **your (the parent/guardian's)** email address, create a password, and click **Continue**.

3. 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.

   ⓘ **Myself** — 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

   ⓘⓘ **A child** — 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!