

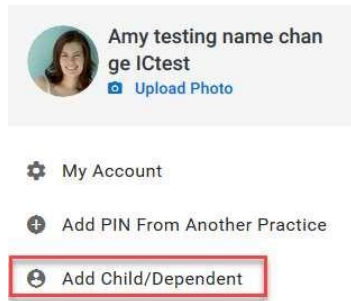


# INTELICHART “How To” Child Account - Registration

## Registering a Minor Child

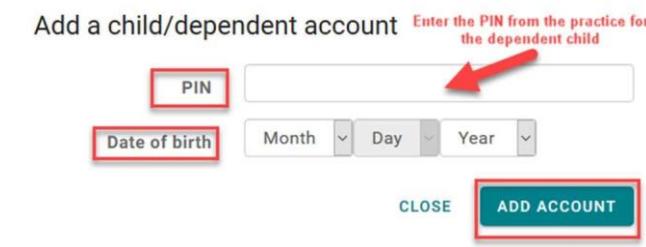
**Parent/Guardian with a Portal Account** – To register a minor 11 years old or under in the portal, the account must be linked to a parent/guardian account. Parent requires a PIN in order to add child to existing account. After receiving Pin, log in to existing account and follow the steps below:

Click on the **Settings** option locating in the top right corner and the following will be displayed:



Select the **Add a Child/Dependent**. The “Add a Child/Dependent Account” pop-up will appear and the parent/guardian is asked to enter the PIN provided to them at the practice/facility.

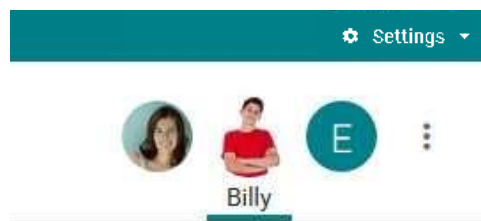
The Pin is required for registration of a child/dependent account.

A form titled 'Add a child/dependent account'. It has a text input field for 'PIN' with a red box around it and a red arrow pointing to it from the text 'Enter the PIN from the practice for the dependent child'. Below the PIN field is a 'Date of birth' section with three dropdown menus for 'Month', 'Day', and 'Year', each with a red box around it. At the bottom of the form are two buttons: 'CLOSE' and 'ADD ACCOUNT', with 'ADD ACCOUNT' highlighted by a red box.

Click **ADD ACCOUNT** and child’s account will successfully be added.

## **Accessing Linked Child/Dependent Account**

Once parent/guardian and child/dependent registration is complete and the email is verified, the parent/guardian will then be able to login to the Patient Portal. The parent/guardian will be able to toggle between all linked accounts by either clicking the avatars at the top.

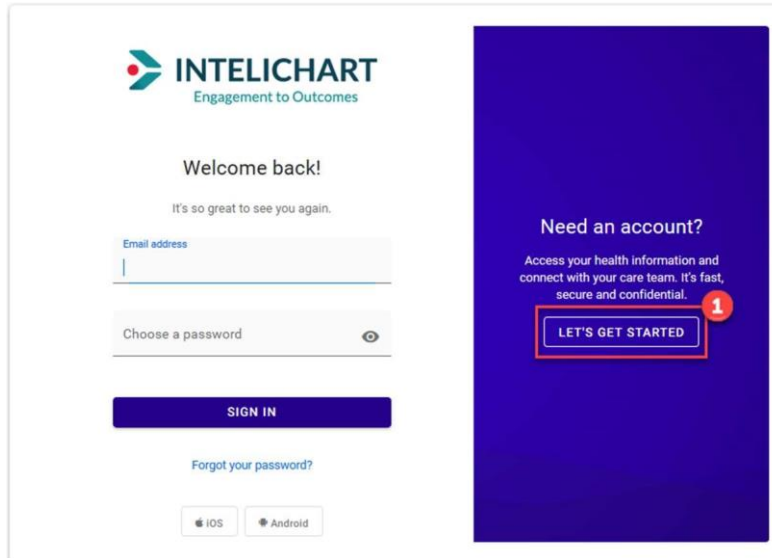


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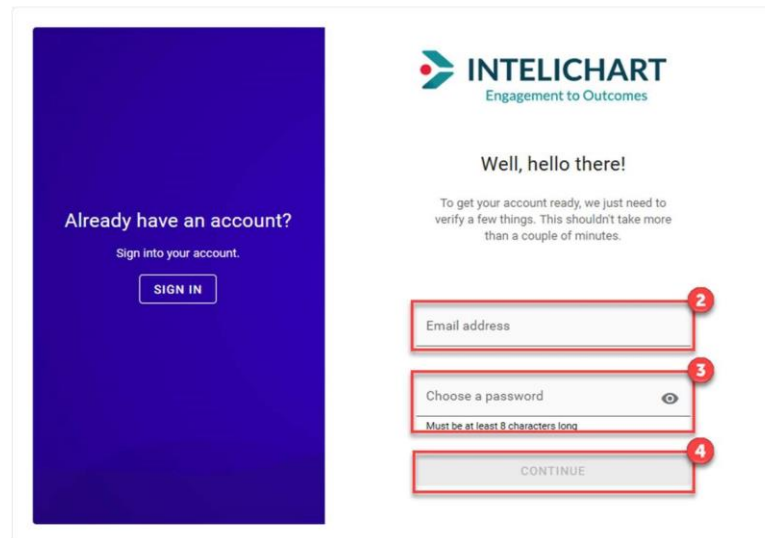
## Linking Child/Dependent(s) Portal Account to New Account

The Parent/Guardian will need to create a Patient Portal Account.

1. Click on LET'S GET STARTED

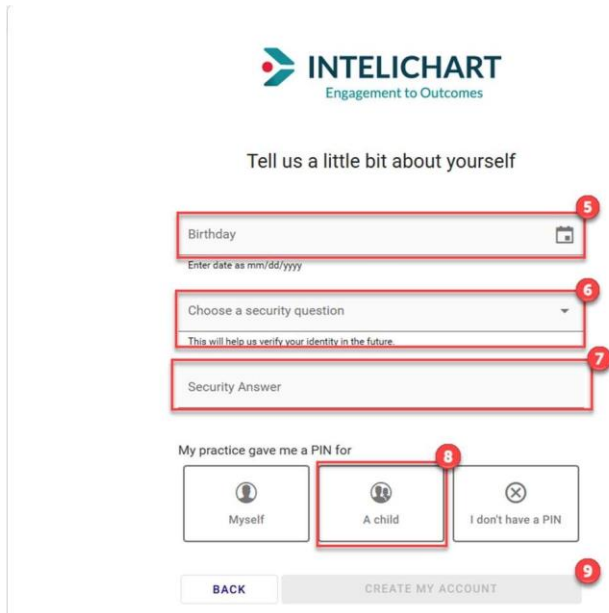


2. Enter Email address
3. Enter Password
4. Click on CONTINUE



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5. Enter Parent/ Guardian's Birthday
6. Enter security question
7. Select Security Answer
8. Click on A Child
9. Click on CREATE MY ACCOUNT



The screenshot shows the Intelichart registration form titled "Tell us a little bit about yourself". It features the Intelichart logo at the top. The form includes the following elements:

- 5:** A "Birthday" input field with a calendar icon and a red callout bubble containing the number 5.
- 6:** A "Choose a security question" dropdown menu with a red callout bubble containing the number 6.
- 7:** A "Security Answer" input field with a red callout bubble containing the number 7.
- 8:** A section titled "My practice gave me a PIN for" with three radio button options: "Myself", "A child", and "I don't have a PIN". The "A child" option is selected and highlighted with a red callout bubble containing the number 8.
- 9:** A "CREATE MY ACCOUNT" button at the bottom right, highlighted with a red callout bubble containing the number 9.

At the bottom left, there is a "BACK" button.

The next screen will allow the parent/guardian to enter the Birthday and PIN belonging to the child/dependent that will be linked to the parent/guardian's portal account.

10. Enter the Birthday of the child who will be linked to the parent account
11. Enter PIN issued for the minor account or the PIN should already be generated in the required field
12. Add additional children/dependents, if needed
13. Click on CREATE MY ACCOUNT



We just need a little information about your child.

10  
Birthday   
Enter date as mm/dd/yyyy

11  
PIN

12  
I'd like to add another child

13  
BACK CREATE MY ACCOUNT



NOTE: The Parent/Guardian can click on I'd like to add another child to add additional minor accounts