# Patient Letter for Portal Registration

Thank you for your interest in Integrative Pediatrics Patient Portal. Please note that the PIN provided to you will **EXPIRE in 30 days**. You will need to visit our office in person to request a new PIN if yours has expired.

To register for our portal, please follow the steps below:

1. Go to our portal at https://portal.integrativepediatricsonline.com
2. You can initiate the registration process by clicking the "**Click here to get started setting up your child's account**" link in the Registration section near the top of the left side of the screen.
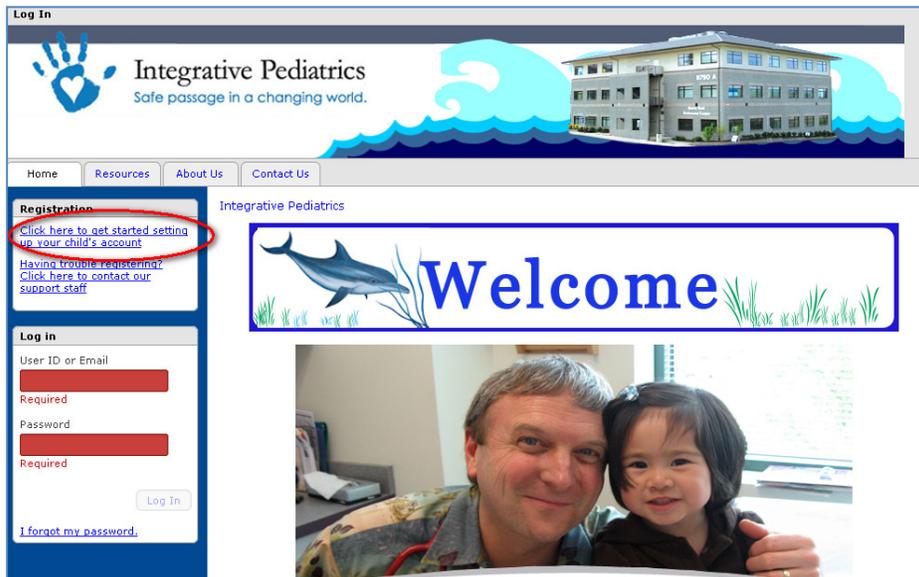
3. You will then be shown a registration consent form. Please read this information and click on the button that says "**I Accept**" to continue the registration process.
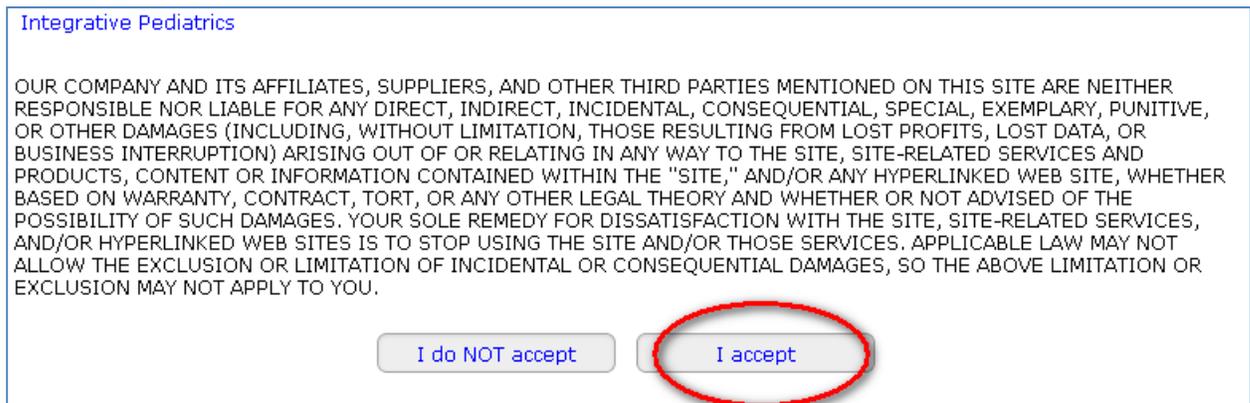
4. On the next screen, you will enter **your** (the parent) first and last name, as well as a valid email address for **you** (the parent). Then you will create your user ID and password. **The password must be a combination of letters and numbers and must be between 6-15 characters long**. At the bottom, you will then answer two security questions for password recovery. When finished with this page, click "**Save**" to continue.

* Required fields are marked with an asterisk.

Create a New Account for Each Child

YOU MUST OBTAIN A PIN IN PERSON FROM OUR OFFICE BEFORE CONTINUING

Please make sure you have obtain a PIN number for each of your children. PIN numbers are obtained by visiting our office in person.

Portal registration has <u>two</u> steps, and you are on Step 1.

Step 1:

Create your own Patient Portal (parent) account by filling out the information below and pressing *Save*.

Account Information

* First name:	Donald
* Last name:	Duck
* E-mail address:	DonaldFDuck@email.com

Log In Information

* User ID:	quack
* New password:	•••••••
* Re-enter password:	•••••••

Password Recovery

Question #1:	Who was your closest childhood friend? ▼
* Answer #1:	Mickey
Question #2:	What is the name of the first school you attended? ▼
* Answer #2:	Duckberg Elementary

Cancel   **Save**

5.   You are now taken to the "Patient Verification" page. Here, you will need to click on the selection "**I am verifying the identity of a family member**" and click the "**Edit your Account**" link.

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Patient Verification

Step 2 - Verification

In order to access restricted parts of the website, you will need to provide us some additional information (usually a PIN) so that we can verify your identity. If you have a PIN for your own account, choose the first option.

If you are verifying the identity of a family member using a PIN, please choose that option to proceed.

Please answer the following question:

○ I have a PIN for my own chart and I have been seen here before or have an appointment.

⦿ I am verifying the identity of a family member. Use this link to Edit your Account and add a Family Member.

> If you don't want to verify your identity right now, you can return to this page by clicking the "Verify My Identity" link near the top of the screen, or by visiting a page that contains restricted content.

[Next >]

6.   You are then taken to your account info page. This is where you will add your children. Click the "**My Family**" tab.

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Update account information Use this page to make changes to your account.

If you are adding family members on this account, select "My Family" to add your family members and verify their identity using the PIN.

After adding a family member, please use this link to update their Preferred Method of Contact.

| My account | My family |

Status:	Not Verified
Name:	Donald Duck
User ID:	quack
Email address:	donaldfduck@email.com
Alternate address:	
	[Edit]

Password:	********
	[Edit]

Hint Question #1:	Who was your closest childhood friend?
Hint Question #2:	What is the name of the first school you attended?
	[Edit]

7.   Then click on the "**Add family member**" button.

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Update account information Use this page to make changes to your account.

If you are adding family members on this account, select "My Family" to add your family members and verify their identity using the PIN.

After adding a family member, please use this link to update their Preferred Method of Contact.

| My account | My family |

By adding family members to your account, you will be able to communicate with the practice on their behalf as well as view and update their medical information.

Name	Date of birth	Link to system of record	Action
Dewey Duck	5/1/2010	Linked	Remove
Huey Duck	5/1/2010	Linked	Remove

Add family member

8. Choose the family member relationship from the drop down choices and click "**Next**".

| My account | My family |

Relationship to you:

Other ▾

Cancel   Next

9. Enter the First Name, Last Name, Birth Date, Gender, and PIN of the family member you are adding.

| My account | My family |

Please enter the family member's identifying information below.

* First Name   Louie

* Last Name   Duck

* Birth date   05/01/2010

* Sex   Male ▾

* PIN   L423700114

Cancel   Previous   Verify

10. If you have any more family members to add, simply click the "**Add Another**" button. Continue until each of the patients are added. Then click the "**View Family Members**" button to review and make sure that all of them are there.

| My account | My family |

You have successfully added the following family member to your account.

You can now communicate with your family member's physician on their behalf.

Louie Duck (5/1/2010)

Add Another   View Family Members

| My account | My family |

By adding family members to your account, you will be able to communicate with the practice on their behalf as well as view and update their medical information.

Name	Date of birth	Link to system of record	Action
Dewey Duck	5/1/2010	Linked	Remove
Huey Duck	5/1/2010	Linked	Remove
Louie Duck	5/1/2010	Linked	Remove

Add family member

This will complete the registration for your family members. You can now explore the rest of the portal. In particular, look at the immunization records under the "**Patient Services**" tab.