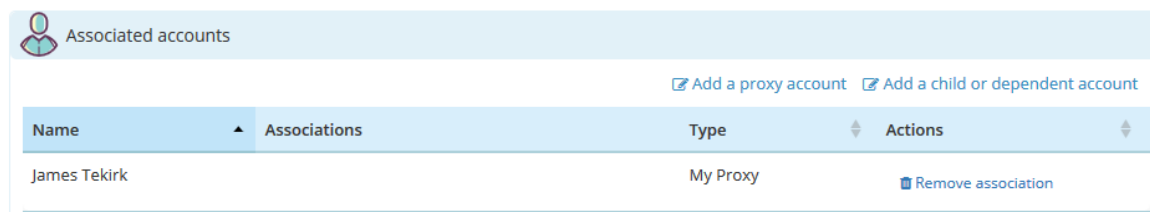


Add an Adult Proxy to Your Portal Account

1. If you have not already created a portal account, please do so using the instructions “Enroll Yourself in Patient Portal”.
2. Open a web browser on your computer and go to <https://patientportal.intelichart.com>
3. Enter your Username and Password to Login to your portal account.
4. Once in the portal, Click on “My Account” tab in the top right.
5. Scroll down, and under the “Associated Accounts” Section, Click “Add proxy account”



6. Enter the required information for the proxy. You will need the Name, Date of Birth, Email, and Cell Phone for the person you are granting proxy rights.
7. The proxy must then check their email for a message “Patient Portal Proxy Invitation”, then click the link within the email begin setup of their proxy account.
8. Once your proxy has established their account using the instructions below, you can see who has proxy access to your account, and make changes if needed, from the “My Account” Tab, “Associated Accounts” section within your portal.



Instructions for Proxy

9. The proxy will receive an email with a link to activate their access to your portal.
10. They will be prompted for a password, Date of Birth, and a Security Question.
11. Next they will be prompted for their cell carrier, then click “Submit”
12. The proxy will receive a code via text message, and once verified on the portal, will allow them access to your account.