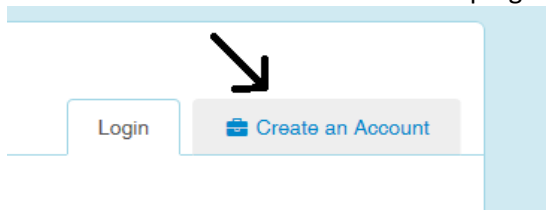


Add a Dependent if Parent/Guardian Does Not Have an Active Portal Account

1. Open a web browser on your computer and go to <https://patientportal.intelichart.com>
2. Click “Create an Account” link in the top right of the Login page.



3. **Enter Your information** (make sure Not to enter the Dependent’s information)
4. Choose “No PIN” for the Register Option

Register Self Dependent(s) No PIN

Please note you must contact your practice, provider or hospital to receive your PIN registration in order to view labs, appointments and more.

5. For the “Location Zip Code” question, Enter 27834, then Choose “Orthopaedics East & Sports Medicine Center” Location

Location Zip Code

6. For “Add Child/Dependent(s)”, **Select Yes**

Add Child/Dependent(s) Yes No

7. The next page will show “Add Child Information”
8. Enter the Dependent’s Birthday, Name, Gender and the PIN you were given. (If you do not have a PIN, please call Orthopaedics East & Sports Medicine Center at 252-757-2663 to have a PIN issued)

*NOTE: You will become the owner of this dependent’s account until they turn 18. At that time the portal account for your dependent will disassociate from your account automatically.