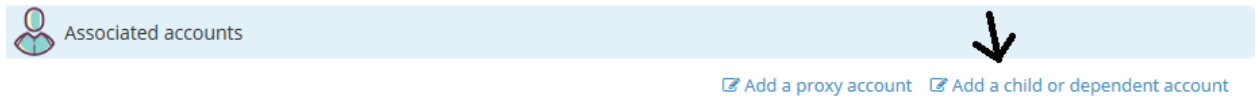
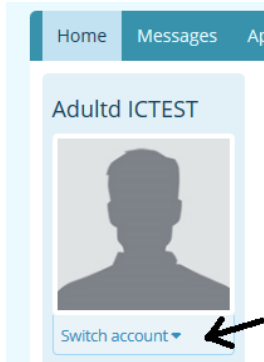


Add a Dependent to a Parent/Guardian's Active Portal Account

1. Open a web browser on your computer and go to <https://patientportal.intelichart.com>
2. Enter your Username and Password to Login
3. Once in the portal, Click on "My Account" tab in the top right
4. Scroll down, and under the "Associated Accounts" Section, Click "Add a Child or Dependent account"



5. Click "Yes" to confirm that you have the Registration PIN for the Dependent. (If you do not have a PIN, please call Orthopaedics East & Sports Medicine Center at 252-757-2663 to have a PIN issued)
6. Enter the PIN and the Date of Birth for your Dependent.
7. Click "Add Account"
8. You should see a message "Account Created" at the top of the screen.
9. You now have access to the Dependent's information. To access, click on "Home" in the top left, then click the link under your profile picture "Switch Account", and choose your dependent, as shown below:



10. You are now accessing the dependent's information. To switch back, just click on the "Switch Account" link once again and choose the account you would like to access.
11. Please ensure you are under the correct account when making requests or corresponding with the practice.

*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.