

LINKING PORTAL ACCOUNTS

1. After have successfully created patient account under FMH, the patient's name should show at very top of home page with "Hello (patient name here)"
2. Directly to the right of Hello (patient name), is My Account. **CLICK** on the drop down arrow of My Account
3. You should see 6 different options to select: Connections, Billing, Preferences, Support, Help, and Log Out. **CLICK** Preferences.
4. From the Preferences page, look under Manage Account. There is an Invite a Proxy link showcased in a green box with a key. **CLICK** on the green box.
5. An Invite a Proxy pop-up window will appear. **SELECT** Full Access Proxy
6. Enter data in all fields, making sure to enter an email address you want the proxy invite to be sent to and selecting a security code you will easily be able to remember to allow you access to your child's portal account.
7. Once all information has been entered, **CLICK** Ok so the proxy invite can be sent to the email address you inputted.
8. **CHECK** email for the Proxy Invite. It should come from the your child you are trying to link to
9. **OPEN** Proxy Invite email and **CLICK** on proxy invite link located in email.

THE NEXT PROCESS IS TO CREATE *YOUR* VERY OWN FMH ACCOUNT TO ACCESS YOUR CHILD'S PORTAL ACCOUNT.

1. Once you have clicked on *the* proxy invite link, you are redirected to a Create an Account or Login page. **CLICK** Create an Account.
2. Then, to a SELECT A LOGIN METHOD page . **CLICK** the FMH icon to create a username and password
3. The next step is to CREATE YOUR FMH SECURE LOGIN. Here, you will need to create a username and password. Then, you will need to enter a valid email address. **CLICK** Continue.
4. Now you will need to create an account. Enter data into all required fields and **CLICK** I Accept
5. The next 4 steps are to register as a proxy
6. Step1: Welcome. Your name should be appear here and a paragraph stating your child has invited you to have access to his/her record. Once finished reading, **CLICK** Next
7. Step2: Enter Invite Code. This is where you will enter the security code *you* created when sending the proxy invite. **CLICK** NEXT

8. Step3: Authorized Individual Acceptance for "PATIENT NAME." At this step, you are accepting that you have the right to access your child's portal account. After reading the authorization, **CLICK I ACCEPT**
9. Step4: Authorized Individual Authorization of "PATIENT NAME." This last step is where your child is authorizing you, as parent or legal guardian, to have full access to his/her patient portal. After reading, **CLICK I ACCEPT**
10. You should be directed to *your* very own portal account.
11. At very top of page, you should see "Hello (Your Name)". **CLICK** the down arrow and your child's name should appear.
12. To access your child's account, simply **CLICK** on your child's name and his/her portal account is pulled up.

IF YOU HAVE MORE THAN 1 CHILD YOU NEED ACCESS TO, A FHM ACCOUNT WILL NEED TO BE CREATED FOR EACH CHILD. YOU WILL FOLLOW THE SAME STEPS DESCRIBED ABOVE *FOR EACH CHILD* IN ORDER FOR YOU TO BECOME A PROXY.

IF YOU HAVE NOT RECEIVED A PATIENT PORTAL INVITE FOR YOUR OTHER CHILD(REN), PLEASE CONTACT OUR OFFICE AT 972-932-1319.

PLEASE MAKE SURE TO USE THE PATIENT PORTAL INVITE LINK SENT BY OUR OFFICE FOR EACH CHILD TO CREATE HIS/HER ACCOUNT.

PLEASE NOTE: DO NOT USE THE ORIGINAL INVITE LINK OR INVITE A PROXY LINK TO LOG IN TO YOUR OR YOUR CHILD'S PORTAL ACCOUNT. THESE LINKS ARE DESIGNED *ONLY* TO CREATE THE ACCOUNTS.

INSTEAD, PLEASE LOGIN USING www.childrensmedicalclinics.followmyhealth.com