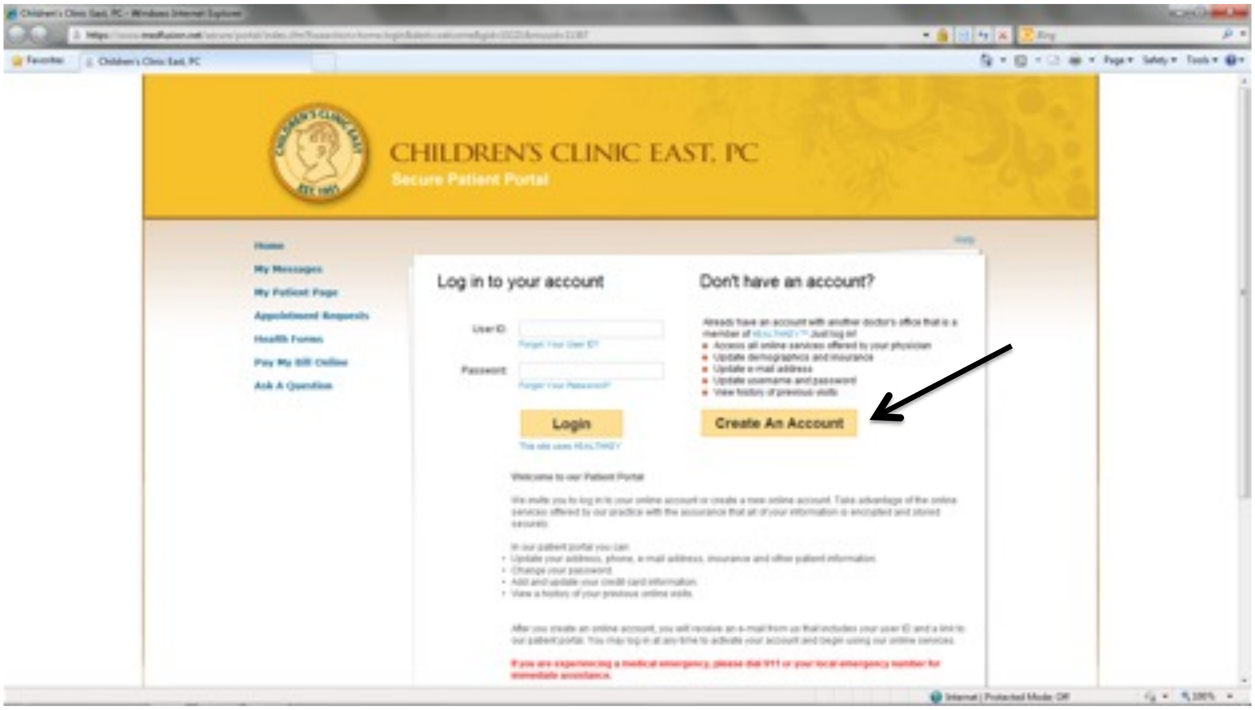
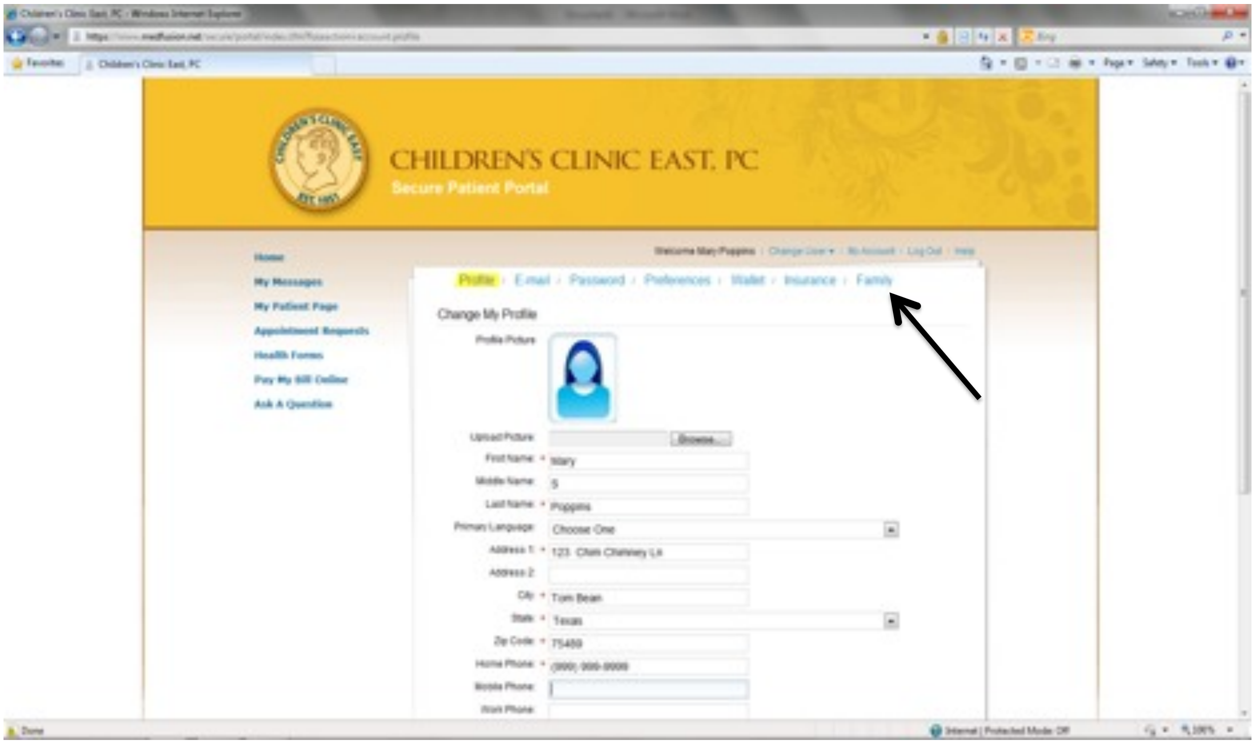
How to Create and Manage Family Accounts

1. **If you have more than one child**, first Create an Account for **<u>each</u>** child. You will have a separate login and password for each child but below you will find out how to access all of your children's accounts <u>using only one of those logins</u>.



2. After creating all of the accounts, stay logged in to one of the children's accounts and click on 'My Account'.

3. The ‘Change My Profile’ screen will appear. Click on the word ‘Family’.



4. Click on the words ‘Link an Existing Family Member’.

5. Enter the User ID and Password of the other child/children. Then choose the relationship as 'Sibling'.

6. After you hit 'Submit', you will get a message that will tell you that you have linked a patient to the original account. Continue linking the rest of your children, if applicable.

7. Now that you have completed linking, you can use the original account that you were logged in to prior to linking patients and this will be your primary login account that you can use to access all of the children at one time. In order to do this, click on 'Change User'.

8. You will notice that all of the children that you linked are listed here. Now, when you choose a function, such as Prescription Refill, you just click on the patient name from the Change User list and continue with your request.