

 **Important Content Update Message**

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

How do parents add a PIN from another practice?

Last Modified on 10/13/2020 10:58 am EDT

Once a parent has been issued a PIN from another practice utilizing the IntelliChart Patient Portal, they can easily link the practice to their existing portal account by following these steps:

1. Log into their Patient Portal account.
2. Navigate to the account page for the patient who has been issued a PIN from another practice.
3. Click **My Account**, and select **Add PIN from Another Practice**
4. Enter the **PIN** and **Date of Birth** for that patient.
5. Click **Add PIN**.