

We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

How do I generate a PIN for an additional child or sibling from the Practice Portal?

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When registering a patient from the Practice Portal, you can generate a PIN for additional children or siblings. Follow the steps below after sending the PIN for one child. Sending the PIN for one child ensures that the parent receives an email communication with the Patient Portal link as well as the PIN for the first child.

1. Navigate to the patient's portal account by either clicking their name in the Appointment List or by searching for them in Patient Administration.
2. Click the **Register** button (from the Appointment List), or the **Register Patient** link (in the Account Settings section of the patient's portal account). The Patient Registration window opens.
3. Ensure that the radio button to **Register Patient with PIN** is selected.
4. Do not enter an email address.
5. Select the **Do Not Send PIN** radio button.
6. Click the **Print PIN** button or write down the PIN for the parent.

The parent can now log into the OP Patient Portal using their email address and password they established when creating their account for the first child. They can then click **My Account** in the upper right-hand corner of the window and select **Add Child/Dependent**.