How do parents add a PIN from another practice?

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Once a parent has been issued a PIN from another practice utilizing the InteliChart 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**.