

How do I add a Parent/Guardian/Family Contact to the OP Portal if they are also a patient?

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If a parent/guardian is also a patient at your practice, the Welcome email will not be sent if their entry in their own Family Contacts is listed *Self* as the **Role/Reason**.

To send the Welcome Email and allow the parent/guardians portal account to show their own patient account as well as their dependent(s),

1. Create a Family Contact in the child's/dependent's chart with the [required fields](#) and save.
2. Navigate to the parent's **Patient Chart > Family Contacts**.
3. Create a Family Contact in the parent's chart with the required fields. Their **Role/Reason** *cannot be Self*. We recommend setting the Role/Reason to **Other Relative**.
 - The **Authority** is must still be set to either Joint or Exclusive.
 - The **Email address** must match what is on the Family Contacts for the child/dependent.

After the parent registers, they will see themselves as a dependent on their OP Portal account, as well as any children/other dependents.