

To give a family member access to your Patient Portal

Patients who have a Patient Portal or Patient Information Center can provide access to family members.

1. **Log in to your Patient Portal** or Patient Information Center account.
2. **Click My Profile** > Family Access. The Family Access page appears.
3. **Click Invite Family Member**. The Invite Family Member page appears.
4. Enter demographic information about your family member.
 - a. **First name** — Enter your family member's first name.
 - b. **Last name** — Enter your family member's last name.
 - c. **Relationship to you** — Select the relationship from the menu.
 - d. **Email** — Enter your family member's email address.
 - e. **Access level** — Select **Full** or **Billing only**.
A user with billing-only access can see only billing information, not health information.
 - f. **Date of birth** — Select the family member's date of birth.
 - g. **Phone** — Enter the patient's phone number.
 - h. **Is this a mobile phone** — Select **Yes** or **No**.
5. **Click Invite**. Your family member receives an email invitation to access your Patient Portal or Patient Information Center.