



PATIENT PORTAL ACCESS REQUEST FORM

**Please complete this form to view you child's /children's health information in our website
WWW.PEDSARGYLE.COM**

Parent/Guardian Name: _____

Email Address: _____

Address: _____

Phone Number: _____

Patient Name(s):

Printed Name: _____

Relationship to the patient: _____

Signature: _____

Date: _____

***A patient portal is a secure online website that gives patients convenient, 24-hour access to personal health information from anywhere with an Internet connection. Using a secure username and password, patients can view health information.**



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Instructions to activate your child's portal:

- Once we received your e-mail address, you will receive an invitation from us - Pediatric Associates at Argyle
- A Patient Portal Account Notification email was sent to your email address once you have successfully added the account to the patient portal. The account holder clicks the link included in the notification email to access the patient portal.

Register for Patient Portal

- When the patient first enters the patient portal, they must register and activate their account. Patients can register for the portal one of three ways:
 - o Self-registration
 - o Register with a Patient Portal Invite
 - o Social Media Login
- **Self-registration**
 - o Patients do not need an email invite to create a patient portal account. Patients can complete the following steps for self-registration:
 - o Go to our website. Click Patient Information and then click Patient portal.
 - o Click Register to begin their self-registration for the portal.
 - o After filling out the required information on the screen and clicking Register, the patient will receive a Patient Portal Account Notification email with a link to the Complete Account Registration screen. Patients should follow the instructions below in the Register with a Patient Portal Invite section to complete their Patient Portal account registration.
- **Register with a Patient Portal Invite**
 - o When you click Invite in the Patient Portal dialog, an email is sent to the email address in the Account Email field. The email contains a link that takes the patient directly to the Complete Account Registration screen.
 - o The following information must be entered to register and activate a portal account:
 - New Password

Note: Passwords must contain a minimum of eight characters and include one upper case letter, one lowercase letter, one number, and one special character.
 - At least one of the following identifiers:
 - Birth Date – MM/DD/YYYY
 - SSN – last four digits



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Register Using a Social Media Account

Patients can conveniently access their patient portal using their Facebook® or Google® account login.

The following instructions explain how the patient can register, link, and unlink their patient portal account with their social media account.

Important Note: Privacy is important to us, and we will only use social media account information to validate the patient's identity. We will never access their profile or post to their social media account.

1. From the Register screen, click the Facebook or Google button to link your patient portal account to your social media account. If you are not currently logged in to your social media account, enter your credentials.

After the accounts have linked, the Password and Confirm Password fields are no longer required and will not display on the Register screen.

2. Enter at least one of the following identifiers to register and activate your portal account:
 - Birth Date – MM/DD/YYYY
 - SSN – last four digits
3. Read and agree to the Terms & Conditions.
4. Click Register.

Once the account is registered and activated, you are automatically logged in to the Patient Portal. You will be able to access your account using your social media login information.

Link Your Social Media Account

Go to the Patient Portal home page.

1. Select Profile | Update Profile Settings.
2. Click the Link Facebook Account or Link Google Account button to link your patient portal account to your social media account. If you are not currently logged in to your social media account, enter your credentials.

Now you will always be able to log in to your patient portal account using your social media login information.

Unlink Your Social Media Account

Go to the Patient Portal home page.

1. Select Profile | Update Profile Settings.
2. Click the Unlink Facebook from this account or Unlink Google from this account button to unlink your patient portal account from your social media account. You will be redirected to the Patient Portal home page.