



Registration Instructions for this Practice Portal:

1. Create the initial account for your oldest child who is a FPA patient.
2. Complete the registration form for this child and click “Join”.
3. Complete the next screen. Create a sign-in/password for the family to use.
4. Go to the bottom of the next screen, Health Forms, and sign the treatment and financial agreement.
5. You have now completed the information for this child.
6. If you have additional children, you must register them now, go to the bottom of the screen under My Account, and click “Change my family account”, click “Create a family member”, repeat steps 2 through 4 above.
7. If there are two or more children in the family, each child’s name will now appear as tabs under the FPA banner. The purple tab indicates which child’s account you are on. If you only have one child, there will not be a tab for this child.
8. In order to add another child, you must be on the tab for the oldest child (furthest to the left). Repeat #6 to add each child who is a FPA patient.
9. Once all accounts have been created, you will be able to manage all of your children’s accounts with the one log-in/password.

