



How to Self-Register for a
Child (under 18) or Dependent
As an Parent or Guardian

Self-Registering for a Child or Dependent as a Parent or Guardian

To create a Self-registered Patient PORTAL account, visit our website at <https://login.intelichart.com/cnsa>. Select the Create an Account tab at the top right.

1. Click Create a Portal Account option under the Start Here section.
2. Enter the parent or guardian's Email address & create a Password.
3. Select Dependent option.
4. Enter parent or guardian's Date of Birth, Name, Gender, & Phone.
5. Location Zip Code – Select 100 miles from the dropdown list, enter 28204, and click the arrow on the "Select a Location" dropdown box to display a list of the local healthcare organizations including all of Carolina Neurosurgery & Spine locations. Select your desired CNSA location from the dropdown list.
6. Select security question and enter answer. The security question is used to reset your password.
7. Check the box indicating the Terms & Conditions have been read. Click Continue to proceed to the next page.

The screenshot shows the registration page for the Patient Portal. At the top, the logo for Carolina Neurosurgery & Spine Associates is displayed. To the right of the logo are two buttons: "Login" and "Create an Account". Below the logo, the heading "Welcome to the Patient Portal" is followed by a brief introduction and a note about PIN requirements. The registration form includes fields for Email, Password (with a "Hide" button and a note that passwords must be at least 8 characters long), and a "Register" section with radio buttons for "Self", "Dependent(s)" (which is selected), and "No PIN". A section titled "Your Personal Information" contains dropdown menus for Date of Birth (Month, Day, Year), text boxes for Name (First and Last), radio buttons for Gender (Male, Female), a text box for Phone, a dropdown for Location Zip Code (set to "Within 5 miles"), a "Select a Location" dropdown, a "Select a Security Question" dropdown, and a text box for Security Answer. A checkbox for "I have read and agree to the Terms & Conditions" is present, along with "Cancel" and "Continue" buttons at the bottom.

8. Enter the information for the child or dependent as requested.

NOTE: If a PIN for the child/dependent was provided by the practice or via email, enter the PIN in the PIN Optional field. If you do not have a PIN – leave this field blank.

Add Child Information

Child's Date of Birth

Child's Name

Gender Male Female

PIN Optional
PIN is case sensitive

[+ Add Additional Child](#)

- If you have additional dependents to add, select the Add Additional Child option.
9. Click Complete to finish the set-up process.
 10. After clicking Complete the Patient Portal opens into the parent/guardian's account with an email confirmation pop up box. Confirm email address or Update Email Address can be selected to change the email address.



In order to view the child or dependent's information, select the Switch Account link located under the profile picture on the left side of the screen and choose the child or dependent's account you wish to view.

The screenshot shows a patient portal interface for William Zztest. The top navigation bar includes links for Home, Messages, Appointments, Medications, Forms, Insurance, My Chart, My Health, and My Account. The main content area is divided into several sections:

- Profile Section:** Displays the patient's name, a silhouette profile picture, and a "Switch account" link highlighted with a red box. Below the profile picture are links for "Add to homepage", "View my account", "View my chart", "Print my chart", and "Find a provider".
- Actions Section:** Titled "What would you like to do?", it includes buttons for "Request an appointment", "Refill a medication", and "Send a message".
- Appointments Section:** A table with columns "Date / Time", "Location", "Provider", and "Patient". It displays "No upcoming appointments to display."
- Medications Section:** A table with columns "Start Date", "Name", and "Prescribed By". It displays "No data available in table."
- Pending Forms Section:** A table with columns "Date", "Title", and "Source". It displays "No data available in table."
- Health Library Section:** Includes a search bar and a "Search" button. Below it, it lists "Recent searched: CT Scans, Migraine, MRI Scans".

At the bottom of the page, there is a footer with copyright information: "© 2003-2019 IntelChart. All Rights Reserved." and the IntelChart logo. On the right side of the footer, there are links for "Terms and Conditions", "Privacy Policy", and "About".