



Creating a Secure Account for Westside Pediatric's Online Services

1. Go to the secure online portal at <https://secure.westsidepediatrics.com/portal/>
2. Click on the Register link in the top left corner
3. Read the disclaimer, and click on "I Accept"
4. You will then create a username and password to access secure online services. A separate account is required for each child.

Choose a user ID. This ID is unique for each patient. You will need to create a separate user ID for each child. It needs to be between 6 and 15 characters, and contain only letters, numbers, @ or _. Spaces are not allowed

Enter an email address. This also needs to be unique for each child. Please use an email address in the following format: `firstname.lastnameDDMMYYYY@westsidepediatrics.local`. *This will not be a functional email address.* It is for website access only. It links your child to their account.

Alternate Notification Email. Important! Please enter the parents' email address and check the box labeled "Alternate Notification Email". This allows Westside Pediatrics to send email to parents. All information will be sent to this email address.

Create a password. You will need to create a password for the account. If desired, you may use the same password for all your children's accounts. You will also need to enter a secret question that can be used if you forget the password.

5. **Click Save.**

6. **Your child must be a registered patient at the clinic** to access online services. On the next screen, choose whether your child has been seen at Westside Pediatric before.

You can repeat the above steps for each child in your family. When finished, you can return to the online services page (<https://secure.westsidepediatrics.com/portal/>) and log in using the form on the right side of the page.