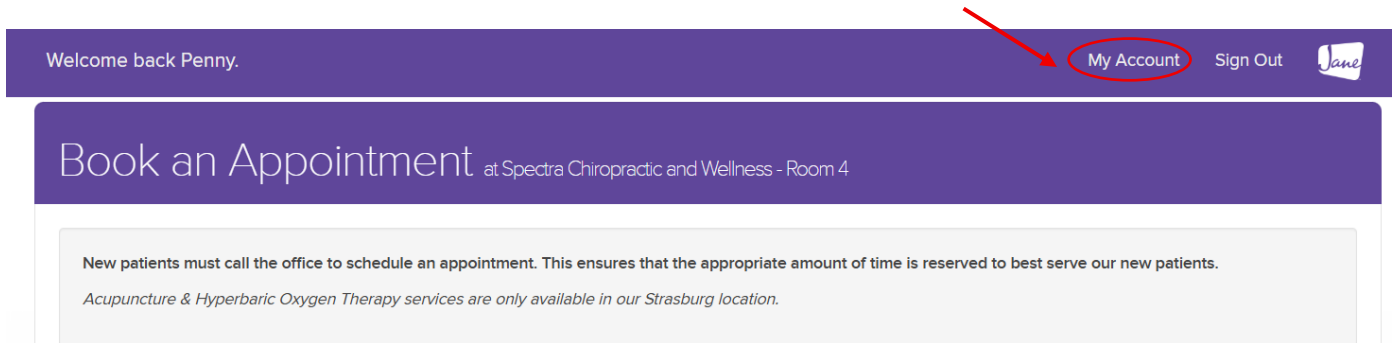


## How to Add Family Members to Your Online Account

You may add family members to your existing account. This allows you to schedule and manage appointments for other people in your family.

Login to your account at [www.spectrachiro.com](http://www.spectrachiro.com) or at [www.spectra.janeapp.com](http://www.spectra.janeapp.com). Click “My Account” as shown in the picture below.

### STEP 1



### Step 2

# How to Add Family Members to Your Online Account

In the panel on the left side of the screen, click “*Family Members*”

Welcome back Penny. Book an Appointment Sign Out

Penny Smith

### My Account

- Upcoming Appointments
- Appointment History
- Messages
- Intake Forms
- Documents
- Contact Info
- Receipts
- Notifications & Reminders
- Username / Password
- Family Members**
- Google, Facebook & Twitter
- 2-Step Verification
- Manage your Staff Preferences
- Time Zone

Book an Appointment

### Upcoming Appointments

Subscribe to your calendar

Date	
No Upcoming Appointments	

### Wait List Requests

Add a Wait List Request

Treatment	Patient	Availability	
No Wait List Requests			

## Step 3

You should now see the *Family Members* screen. You will see any members that have already been added here.

To add members, click on the “*Add Family Member*” button as shown below.

# How to Add Family Members to Your Online Account

Welcome back Penny. [Book an Appointment](#) [Sign Out](#)

## Penny Smith

### My Account

- Upcoming Appointments
- Appointment History
- Messages
- Intake Forms
- Documents
- Contact Info
- Receipts
- Notifications & Reminders
- Username / Password
- Family Members**
- Google, Facebook & Twitter
- 2-Step Verification
- Manage your Staff Preferences
- Time Zone

[Book an Appointment](#)

### Family Members

*Adding a family member will allow you to fill out intake forms, update contact information, book appointments, and receive copies of email notifications.*

*Relationships are designed to share information between linked patients. Your information may be visible to other related members as well.*

	<a href="#">Edit Permissions</a>	<a href="#">Remove</a>
	<a href="#">Edit Permissions</a>	<a href="#">Remove</a>


## Step 4

In the picture below, you see the areas that must be completed to add a family member. You may add family members that exist in our system as well as people that are not yet in our system. Once you have entered the required information, you will be redirected to the home page of your account. Select *Family Members* once again to see the people listed. You can now schedule and manage appointments for others.

# How to Add Family Members to Your Online Account

Penny Smith

## My Account

- Upcoming Appointments
  - Appointment History
  - Messages
  - Intake Forms
  - Documents
  - Contact Info
  - Receipts
  - Notifications & Reminders
  - Username / Password
  - Family Members**
  - Google, Facebook & Twitter
  - 2-Step Verification
  - Manage your Staff Preferences
  - Time Zone
-  Book an Appointment

## Add a family member

Relationship to you  
 Required

First name  Last name   
Required

Preferred name (Optional)  Pronouns (Optional)

Date of birth (Optional)    Personal Health Number

Email  Required

Mobile Phone   Required

I would like to give permission for this family member to bill their payments to my account


Please contact either of our offices if you have any questions or need assistance. The *Strasburg office* is open Mondays Noon – 5 p.m., Tuesdays & Thursdays 7:30 a.m. - 5 p.m. The phone number is 701-336-2280. The *Herried office* is open Wednesdays 7:30 a.m. - 3

# How to Add Family Members to Your Online Account

p.m. and Fridays 8:00 a.m. - 2:00 p.m.

Penny Smith

## My Account

- Upcoming Appointments
  - Appointment History
  - Messages
  - Intake Forms
  - Documents
  - Contact Info
  - Receipts
  - Notifications & Reminders
  - Username / Password
  - Family Members**
  - Google, Facebook & Twitter
  - 2-Step Verification
  - Manage your Staff Preferences
  - Time Zone
-  Book an Appointment

## Add a family member

### Relationship to you

Select an option

### First name

### Last name

### Preferred name (Optional)

### Pronouns (Optional)

### Date of birth (Optional)

Month  Day  Year

### Personal Health Number

### Email

### Mobile Phone

CA

I would like to give permission for this family member to bill their payments to my account

Cancel and go back

Add family member