



## ETCH Patient Portal Switching Between Records

Please make sure that you are going to the following address: <https://patientportal.etch.com>  
**Please Note: Do not use the browser back and forward page buttons; you must utilize the patient portal action buttons to navigate.**

**\*\*This process only applies if you have more than one child attached to your portal account\*\***

As soon as you logon to the portal, below is the first screen that you will see.  
Please notice that you will automatically default to one of your child's record:



As soon as you logon, you are already mapped to one of your child's record; you can change between the records by clicking-on the "Change Person" link in the upper right-hand corner of the portal screen:



When you click-on the link, you will be presented with your other child's name(s) to select.  
**(\*\*NOTE: Remember that you are already on one child's record now, so that child's name will not show in the list.\*\*)**



Once you click-on the other child's name, it will switch you to that child's record.  
You can identify this because the other child's name is what will now appear at the top of the screen:

