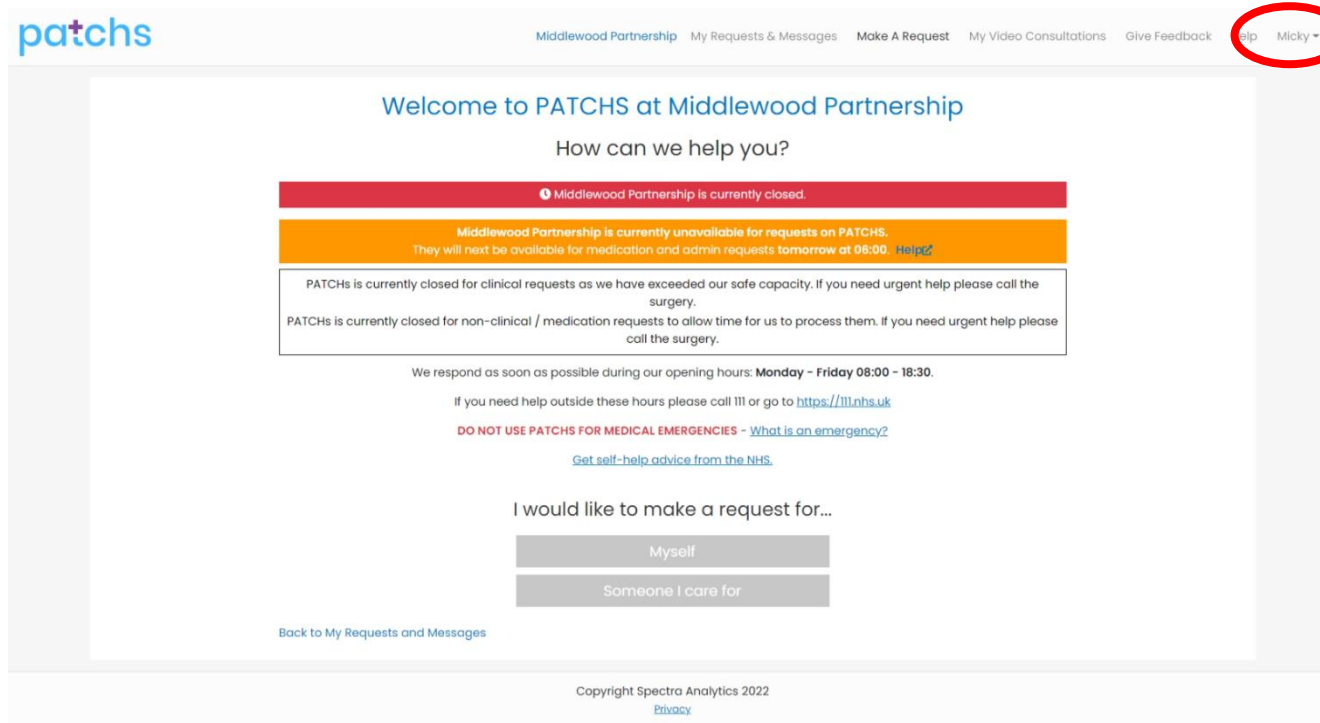# How to register someone you care for with a PATCHS account

This section explains how you can register someone you care for with PATCHS as a patient. This may be an adult or a child.

You must be over 16 years of age to register, so children under 16 years of age will need to be linked to their parent's or carer's PATCHS account.
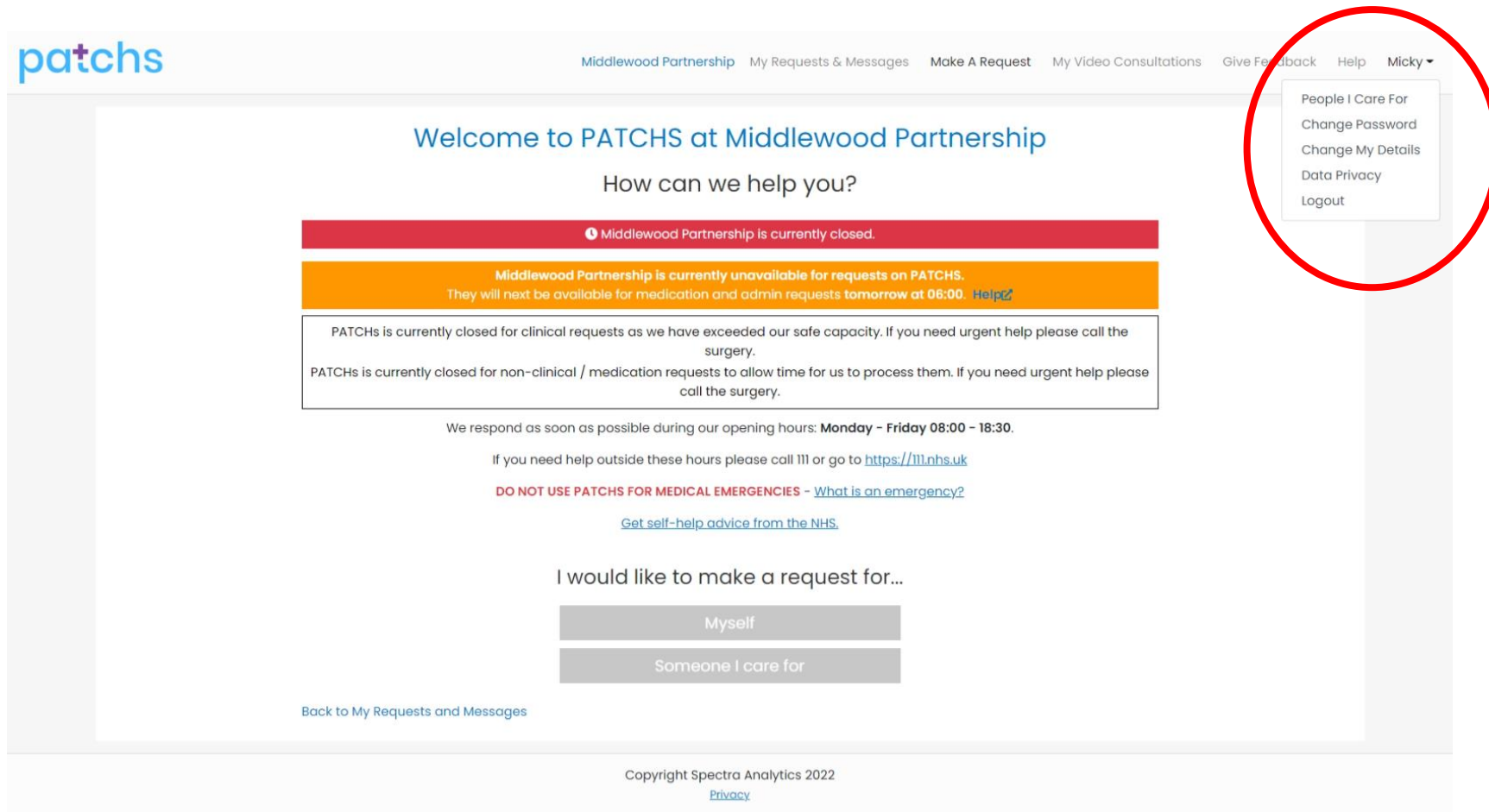
1. Register yourself for a PATCHS account and then login to PATCHS. You can see instructions for how to register yourself [here.](here)



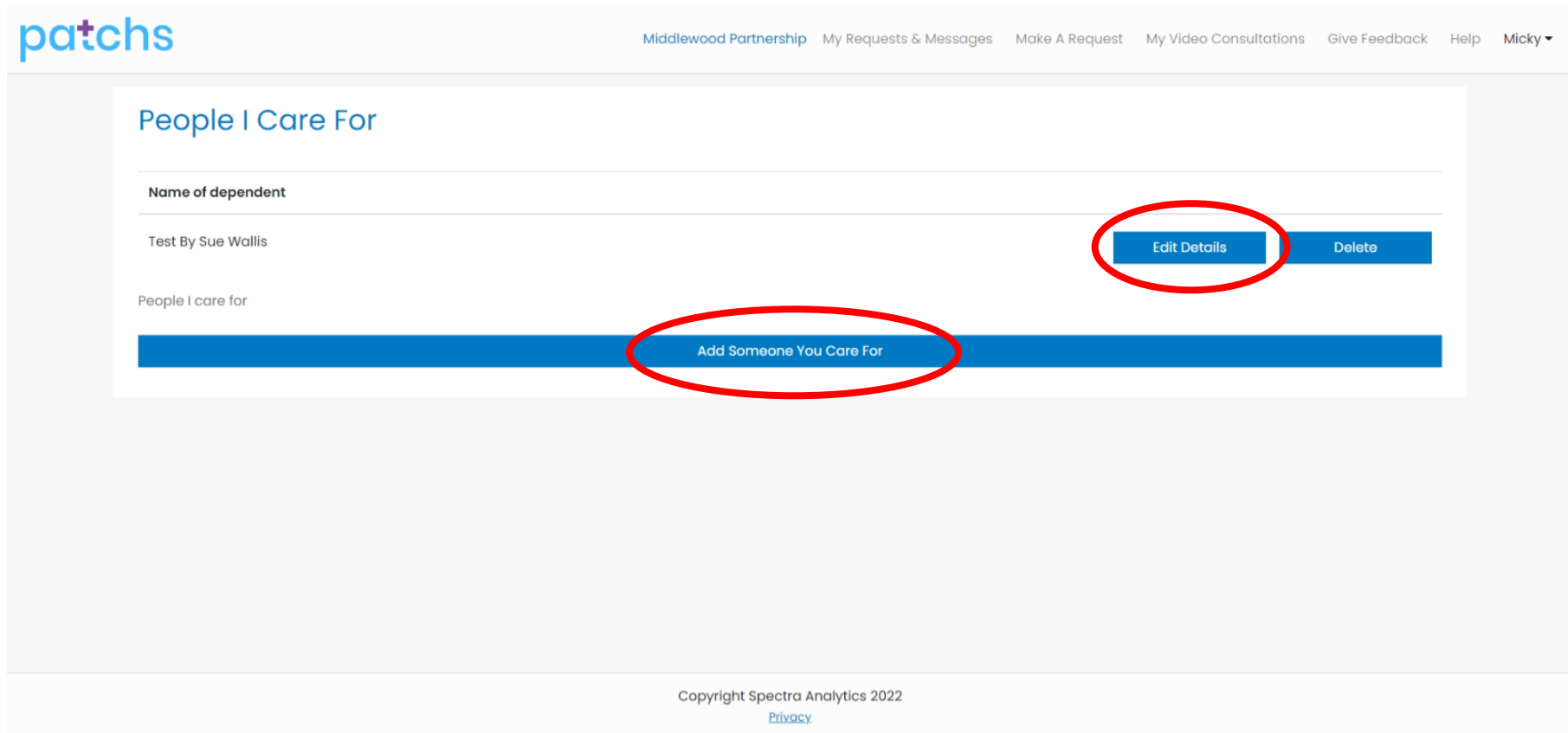The login button is in the top right of the screen

When you are logged into PATCHS, you will see your name next to a small arrow.

2. Click on the arrow next to your name in the top right hand corner of the screen.

3. A drop-down menu will appear – click on the first option **People I Care For**

4. The screen will now show the people you care for or you can add someone you care for.

5. If you have already registered someone, you can edit their details by clicking on the blue **Edit Details** button

6. If you want to add someone you care for, click on the **Add Someone You Care For** button at the bottom of the screen.

7. This will take you to the **Personal Details** page where you can enter your details (just like you did when you registered yourself).

## Contact Details

Why are we asking for this information? 🔗

Street address*

[                              ]

Town*

[                              ]

Postcode*

[                              ]

☐ I am acting in the capacity of a parent or carer or otherwise on behalf of this patient with their consent.*

☐ I confirm that I am or the person I am using this service for is a patient registered at Middlewood Partnership*

[**Add**]

Back to previous page

> You don't need to add their contact details because you will be contacted by the practice on their behalf.

8. Click on the 2 boxes at the bottom of the form to confirm you are acting in the capacity of a parent or carer with their consent and that the person that you are using the service for is a Middlewood patient.

   Then press the blue **Add** button

9. You will then be able to make a request for the person you care for.