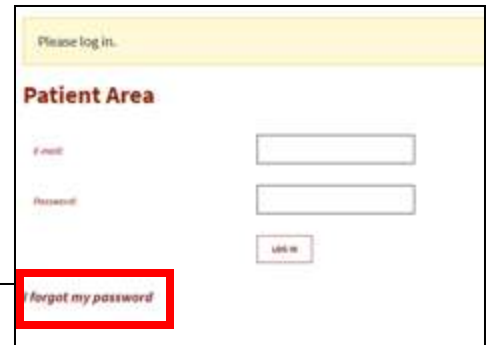


To update your family details:

1. Go to www.helpachildsmile.com
2. Put your mouse over the For Our Families tab to bring up the drop-down menu
3. Click on Update Your Details
4. When the login screen appears, enter the email address we have on file for you. Because it is your first time logging in, you don't have a password yet. Leave the field blank and click on 'I forgot my password.' Follow the directions on the screen that comes up and you will receive an email with instructions on how to reset (create) your password. If you don't see it in your inbox right away, check your spam and trash folders. If it is not there, email us for assistance at support@helpachildsmile.com.



5. Once you have created your password you will be able to log in.
6. Once logged in, the top section of the screen will show the patient details, including name, date of birth, date of diagnosis, and trip information. Below this, the screen will show the profile information associated with the email address used to log in in:



7. The bottom half of the screen will show sibling information. Siblings shown with a grey background are over the age of 19.
8. Once any required changes are made, click the "Save All Changes" button at the bottom of the screen.



9. After clicking the Save All Changes button, you will see the message “Your account changes have been saved.” and the updates will now appear on the screen.



Your account changes have been saved.

Patient Profile

First Name: Sample Last Name: Patient
Born: 08/01/2017 Diagnosed: 07/09/2019
Registration:
Trip Comments:

Your Contact Information (Mother)

Full Name:

10. When finished making changes to your profile, please click on the Log Out button at the top right of the menu bar.



For a child with cancer . . . every day matters

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