1. Go to APP store and search “pmpanywhere”

2. Download the “PMP Anywhere” APP

3. Open the APP and click on “REGISTER YOUR ACCOUNT”

4. Enter **YOUR** name and date of Birth. Since your child is a minor, you must first create an account for yourself as the guardian and then add your child to your account. Once you have an account, you may add any number of children even with different last names and different insurance benefits as long as you are their legal guardian.

5. Continue to move through the registration process, making sure to fill out and check off **ALL** boxes.

6. **NOTE** - you are prompted to choose a username and password. If you only choose a password and not a username it will default to your full EMAIL ADDRESS as your username.

7. As soon as you are “registered” the app will automatically direct you to a page to enter YOUR demographic information. Once you are done, you will be directed to this screen:

8. **SCROLL DOWN** and click on “My Account.” Then on the top right, click on the “+” sign and add your child (ren) information. Then click on the purple arrow on the top right to navigate back to the home screen.

9. At the Home screen click on “REQUEST A VISIT.” You will then be asked to choose which child and enter what state you are in. You will also need to update the child’s medical profile if you did not fill it out completely when adding the dependent.