

## Community Portal Sign-Up

Easily Stay In Touch With Loved Ones

### Signing Up

#### Create an InTouchLink Account

Login

**Sign Up**

Username \*

jsmith

Spaces are not allowed; punctuation is not allowed except for periods, hyphens, and underscores. You may change our suggestion by editing the field above.

Password \*

.....

Password strength: Weak

Confirm password \*

.....

Passwords match: yes

Recommendations to make your password stronger:

- Make it at least 12 characters
- Add uppercase letters
- Add numbers
- Add punctuation

Serial Number \*

ABCD

1234

5678

9000

If you haven't already, please retrieve the serial number from the retirement community that you are associated with.

**SIGN UP**

Go to: <https://pegasus.intouchlink.com/user/signup>

Enter your First Name, Last Name, and Email address. Press Continue.

The system will auto-generate a username for you on the next page. Feel free to edit this username to something you will remember. Next, enter a password and then confirm that password.

**Most importantly, enter the following serial number below.** This is what will connect your account to the community.

If your sign-up is successful, you will see:



Thank You for Signing Up With  
InTouchLink.

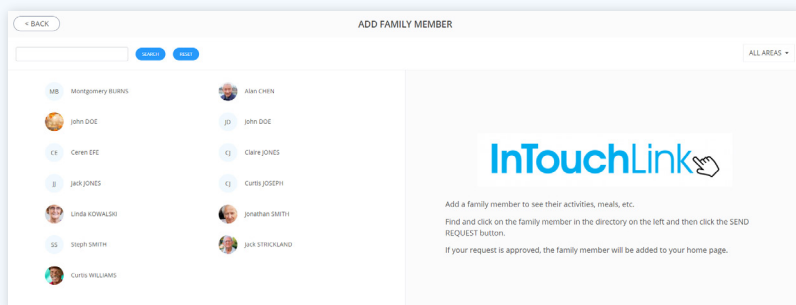
[GO TO LOGIN PAGE >](#)

**Congratulations!** You may now click the "Go to Login Page" button and sign in with your newly created account!

## Requesting Access to a Resident's Profile

- On the homepage of the Community Portal, on the right-hand side of the screen, click on the grey **"Add Family Member"** button under the *"Family Members"* header.

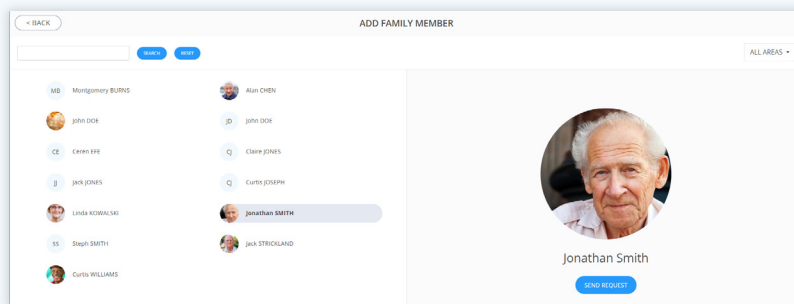
**ADD A FAMILY MEMBER**



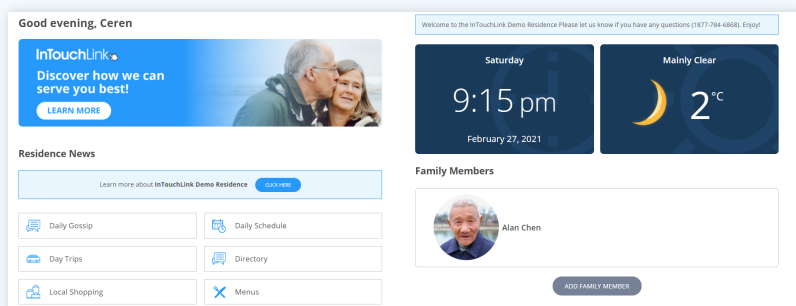
- On the *"Add Family Member"* page, you will be in the resident directory. Here, you can find your loved one's name and click on it. You may Search their name in the top search bar for ease of use.
- You can also filter the directory by Area (e.g., Independent Living or Assisted Living) in the right-hand corner.

- Once you click on your loved one's name, you will see their name and photo pop up on the right-hand side of the page, along with a blue **"Send Request"** button. Click **"Send Request"**.

- You should see a green box popup with a message that says *"Thank you, your request has been sent."* (You can close it by clicking the "x" to the right). **You're all done!** Just wait 24-48 hours for your request to be approved by the community.



Thank you, your request has been sent. 



- Once your request has been approved, you will see your family member show on your homepage and you can click their name to view their profile information, activity attendance and meal attendance.