**Airmid Proxy access**

**Patients who wish to grant another user proxy access to their online services account**

Patients can do this themselves from within Airmid as follows, providing both the proxy and the person they need to act on behalf of both have an Airmid account:

1. Select the menu icon from the top left of the home page

2. Select the ‘Family’ option.

3. Select the ‘+’ icon on the bottom right of the page.

4. Enter the username and date of birth of the person you want to have access to your record, and their relationship to you.

5. Select ‘Add Family Member’.

6. A prompt will appear asking for confirmation to share the records.

If you want to continue, select ‘Share’, otherwise, select ‘Cancel’. You will then see a message confirming your request has been sent. Your family member will receive a notification and will be asked whether they want to accept your family member request.

If someone has requested that you have access to their record, you will receive a notification in the Airmid app. This can be seen by selecting the menu in the top left of the page. Select ‘Notifications’. Selecting the notification on this page will take you to the pending request. Select the request to respond. Choose to accept or reject the request, or to decide later. If you accept, the pending status will be removed. To view you family member’s record, select the ‘Family’ option in the main menu, and select their profile under ‘People Whose Record You Can Access’.