

# How to Add Authorized Pick Ups in Alaris

First, log in to your account using the member portal: <https://member.alariscloud.com/fc>

Then, watch this [quick video instruction](#) on how to add Authorizations to any child's account in their member portal.

Steps:

1. Once logged in, click on “Members” in the left menu option. Then click on the child you wish to add an authorized pickup for.
2. Across the top menu, click on “Authorizations”.
3. Click the blue “+ ADD” button.
4. You do not need to worry about the Barcode line. Simply enter the person’s first and last name, their birthdate (must be an 18+ year old adult), and phone number.
5. Click the green “+ Add Member Using This Info”.
6. On the next screen, you can leave the drop down menu at “all”. Here, you can also add this person as an emergency contact, if you would like. You can also select to “Add for all child members within this family?” if you would like this authorized pickup for all children in your household.
7. Finally, on the bottom right, click the blue “SAVE” button.
8. Repeat, starting with step #3 for any more authorized pickups.