

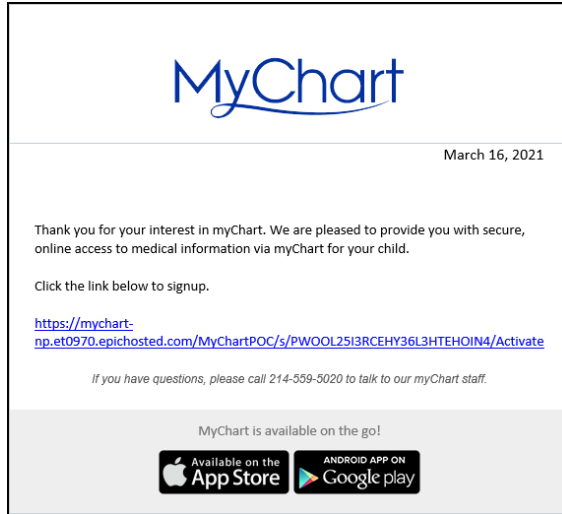


MyChart and Setting Up a Proxy Account

Frequently Asked Questions

Q: How can I receive full access to myChart?

A: You will receive an email containing a link to complete myChart account set up.



1. You will need to click the link within the email to be taken to the myChart sign-up page.
2. You must enter a username, password and your date of birth (**not** the patient's date of birth).
 - a) Username can be almost anything but must be unique in our system.
 - b) Password must contain 9 characters, 1 cap, 1 lowercase, 1 number and 1 character.
 - c) Date of Birth must match that of the proxy given to the hospital staff when the patient's appointment was scheduled.

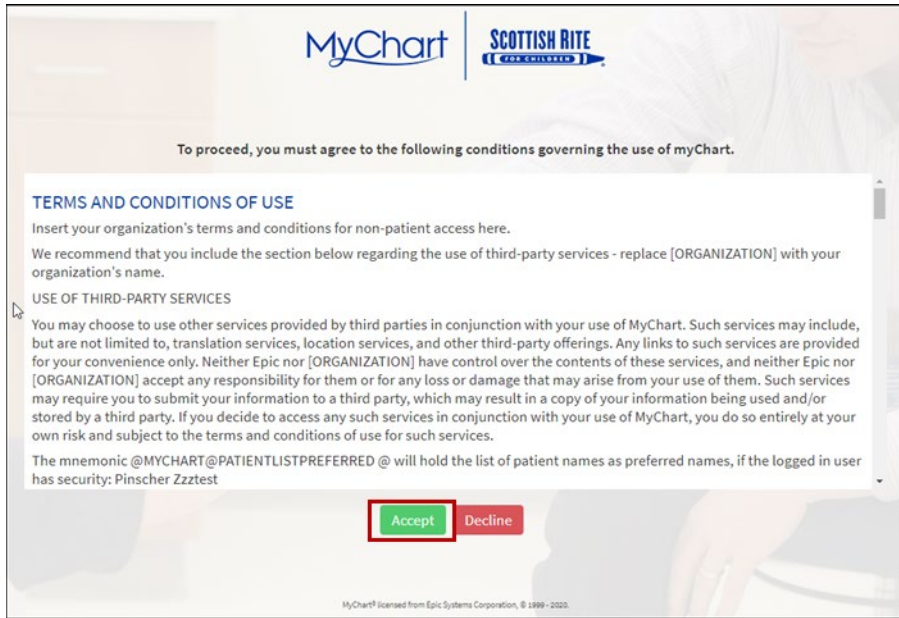
EID: MyChart
Revised: 1/10/2022



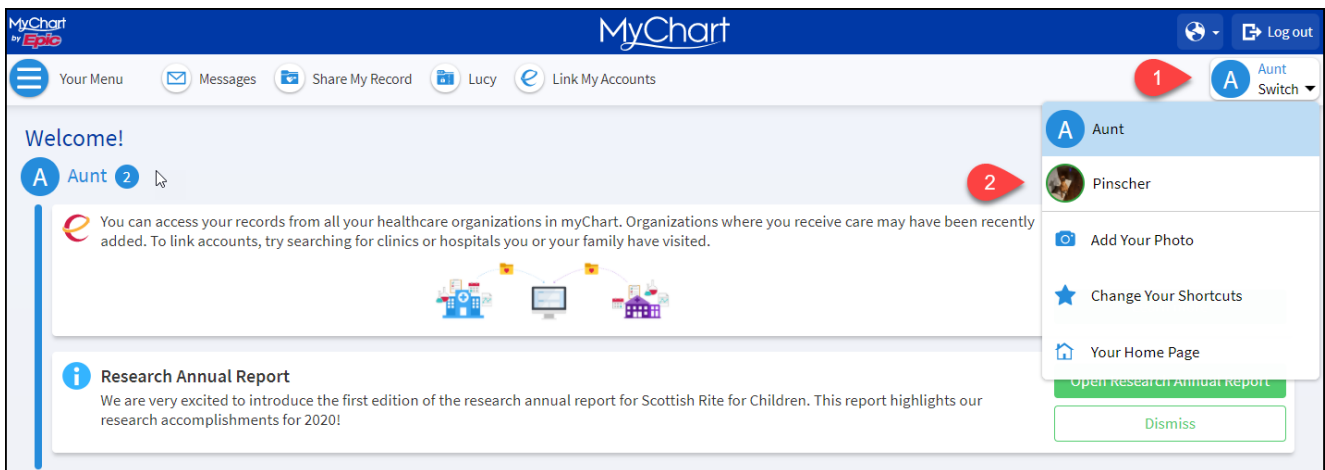
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3. After completing, you will see the screen shown below where you must accept the Terms and Conditions by clicking the green 'Accept' button.



4. The landing page will appear displaying your account as well as any account you are able to access and any pertinent messages. Use the 'switch' activity in the top right corner to select the patient account instead of selecting your own account.



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5. **myChart Home Page** opens for the patient – you will need to complete the **Proxy Access Request form** to request full proxy access. Alternatively, you will be prompted to complete the **MyChart Proxy Access** form during the **eCheck**

