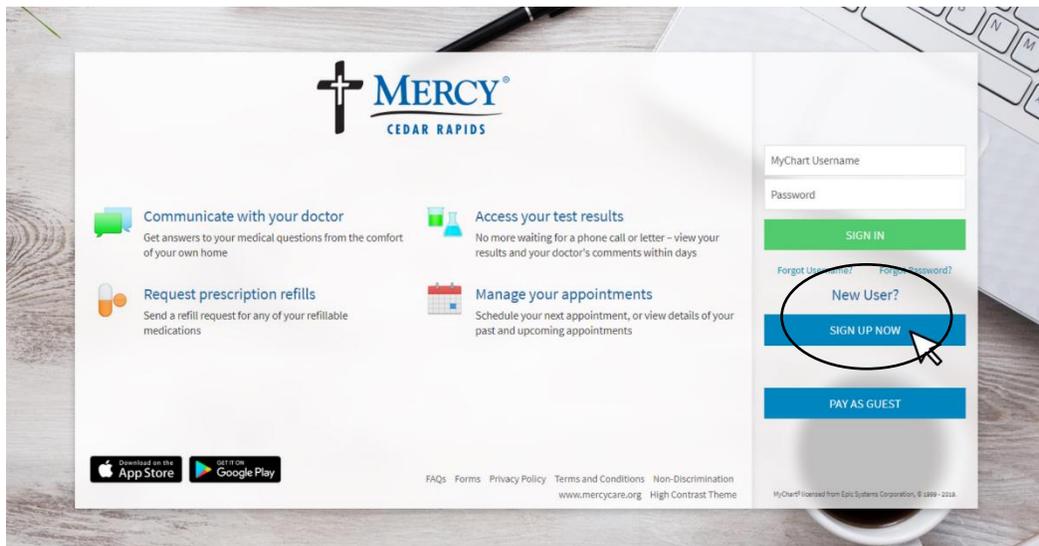## Create your MyChart Account

If you already have an activation code, please follow instruction set A.

If you do not have an activation code, please follow instruction set B (page 4).
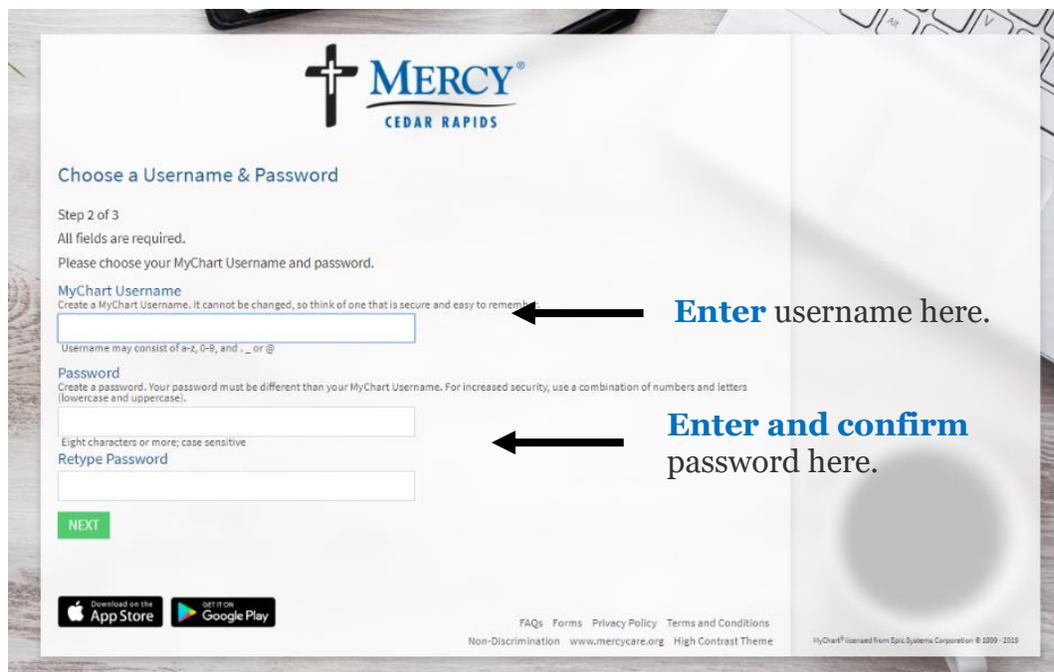
Set A

1. In your Internet browser, go to mychart.mercycare.org

2. Click on the **"Sign Up Now"** link under **"New User?"**

3. **Enter** your *MyChart activation code* exactly as it appears. Your activation code will be printed on your after-visit summary, can be printed for you or sent to the email address we have on file for you, upon your request. You will not need to use this code after you have completed the sign-up process. *If you do not sign up before the expiration date, you must request a new code.*

4. **Enter** the *last four digits* of your Social Security Number and your date of birth as indicated and click **"Next."** If you have not shared you Social Security Number, please enter *0000* as your last four digits and click **"Next."** You will be taken to the next sign-up page.

5. **Create** a *MyChart username*. Think of one that is secure and easy to remember. For example, JSmith or JohnSmith

6. **Create** a *MyChart password* and click **"Next."** Use a combination of letters and numbers. You can change your password at any time.

7. **Choose** a *security question*, enter your answer, and click **"Next."** This can be used to access MyChart if you forget your password.

8. **Select** your *communication preference.* Enter a valid e-mail address to receive e-mail notifications when new information is available in MyChart.
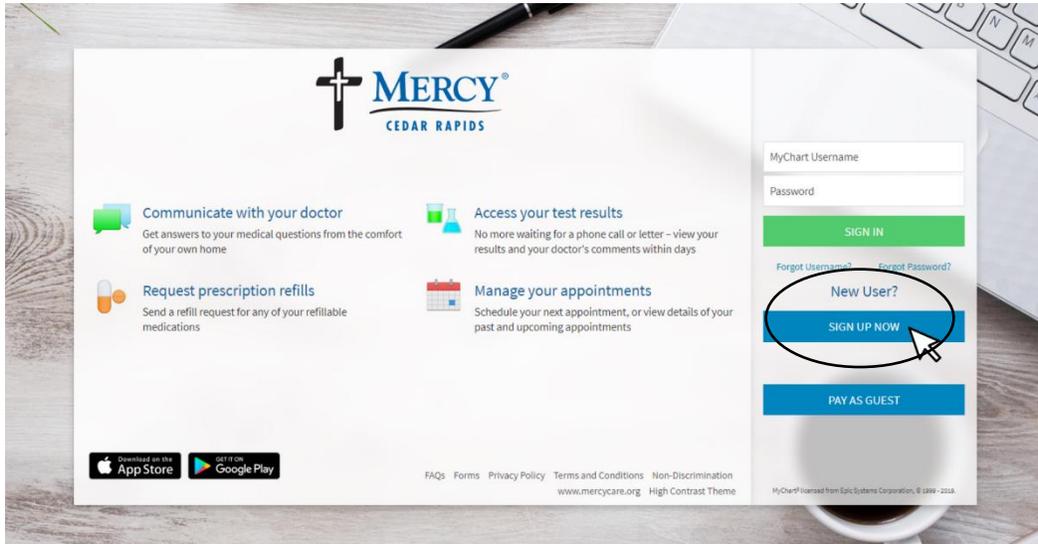

9. **Click "Sign In."** You can now view your medical record, access video visits, request prescription refills, etc.

10. **Download** the MyChart app in the App Store or Google Play to access your account on your mobile devices.
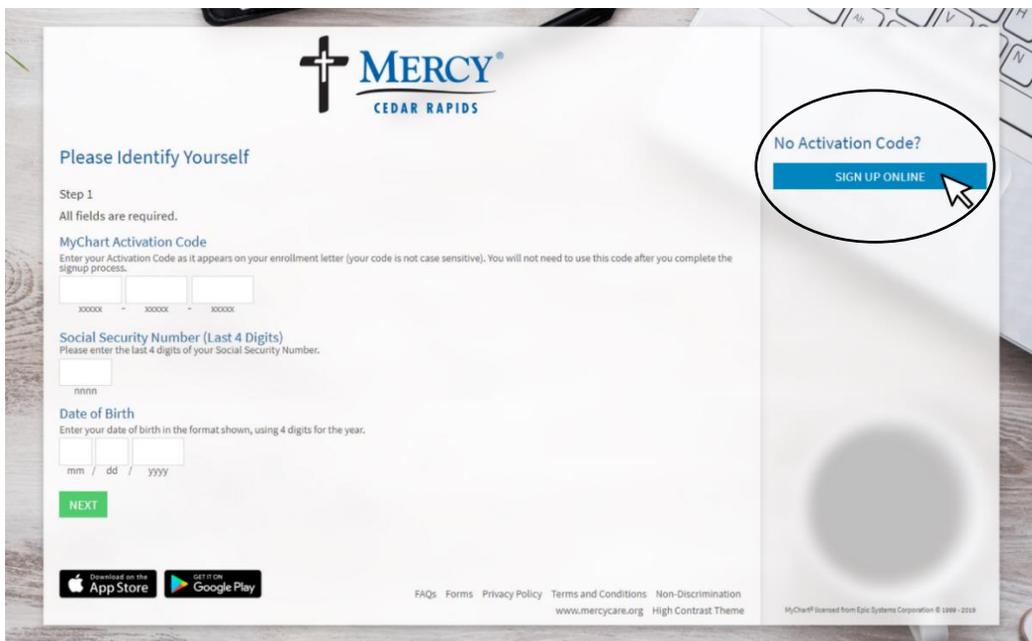
Set B

If you do not have an activation code, you will need to request one. You can do this online, follow the instructions below.

1. In your Internet browser, go to mychart.mercycare.org

2. Click on the **"Sign Up Now"** link under **"New User?"**

3. Click **"Sign Up Online"** under **"No Activation Code?"** in the panel on the right side of the screen.

4. Complete the Request an Activation Code form with your personal information and click **"Submit."**

   ✻ means the field is required

MyChart requires an email to activate your account.

"Submit" once completed

5. Once approved, you will receive an email or a letter with your activation code. ***You will then need to create your account using the set A instructions to create a MyChart account with an activation code (page 1).***