

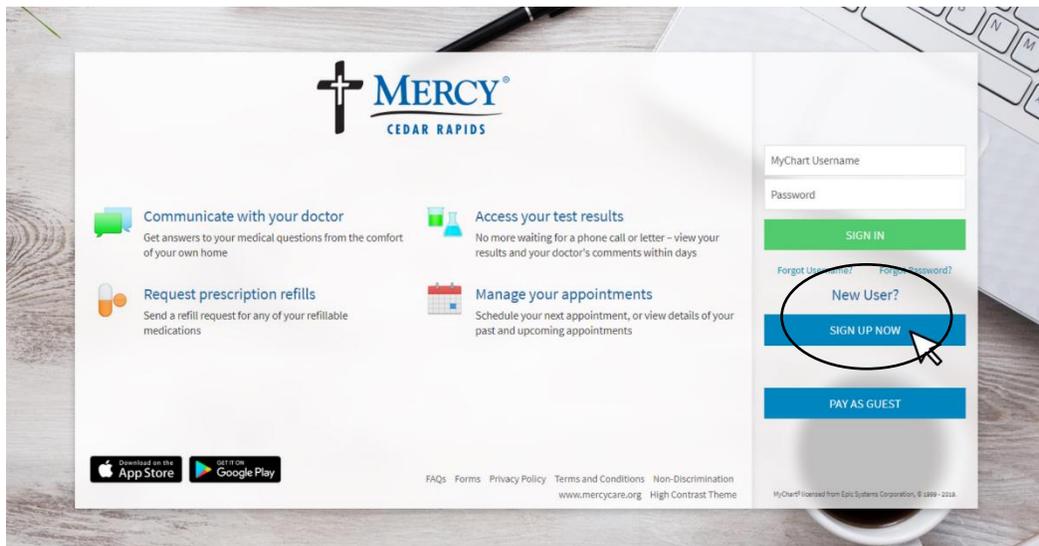
## **Create your MyChart Account**

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**

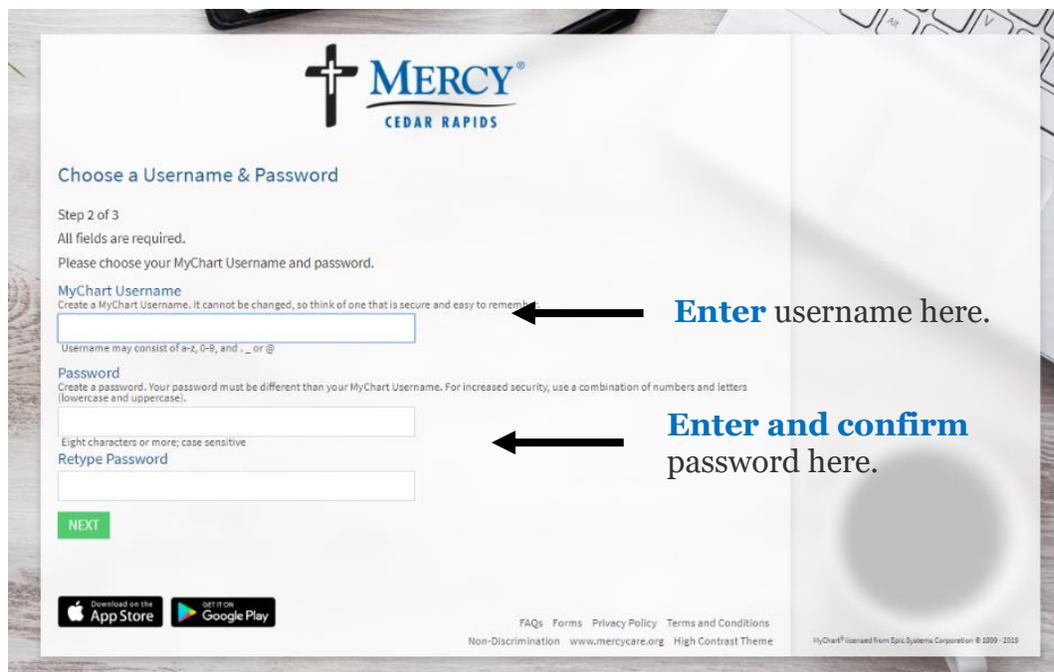
1. In your Internet browser, go to [mychart.mercycare.org](http://mychart.mercycare.org)
2. Click on the **“Sign Up Now”** link under **“New User?”**



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.



- Create** a *MyChart* username. Think of one that is secure and easy to remember. For example, JSmith or JohnSmith
- Create** a *MyChart* password and click **“Next.”** Use a combination of letters and numbers. You can change your password at any time.



- 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.

Step 3 of 3

**Enable E-mail Notifications?**  
When new information is available (such as test results or messages), we will send a notification message to your Internet e-mail address.

Yes  No

**E-mail Address**  
Your e-mail address will be used for alerts only. We will not share your e-mail address with anyone.

mychart@mercyare.org  
Example: chris@company.com

**Retype E-mail Address**

mychart@mercyare.org

**Enable Text Message Notifications?**  
When new information is available (such as test results or messages), we will send a text (SMS) notification message to your mobile phone.

Yes  No

**Mobile Phone Number**  
Your mobile phone number will be used for alerts only. We will not share your mobile phone number with anyone.

Example: 555-555-5555

**Retype Mobile Phone Number**

**SIGN IN** ← **“Sign In”** to access your MyChart account.

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FAQs Forms Privacy Policy Terms and Conditions  
Non-Discrimination www.mercyare.org High Contrast Theme  
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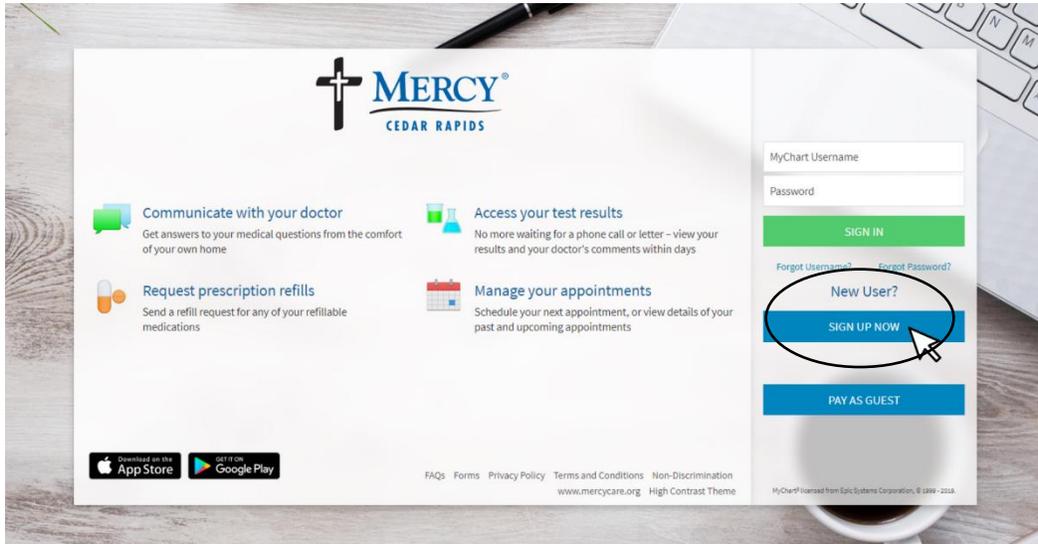
9. **Click “Sign In.”** You can now view your medical record, access video visits, request prescription refills, etc.
10. **Download** the MyChart app in the App Store or Google Play to access your account on your mobile devices.



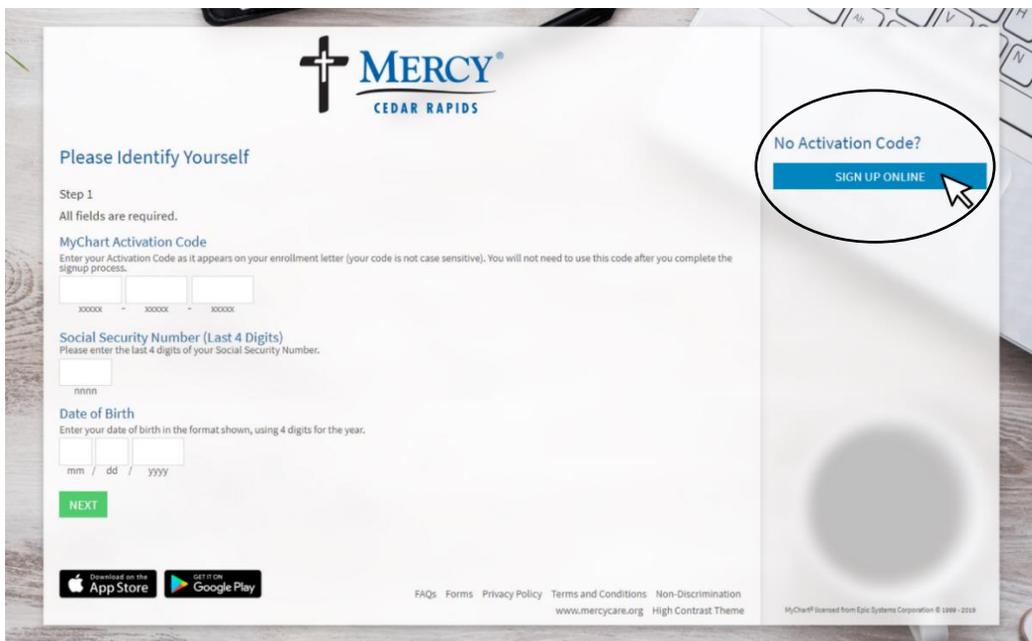
## Set B

**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](http://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

**Request an Activation Code**

We need some information from you in order to grant you a MyChart account. Once submitted, it could take up to a week for processing and verification. Once approved, you will receive an email or a letter with your activation code and instructions on how to activate your MyChart account. If you have any questions, please contact your clinic.

\* Indicates a required field

**Name**

\* First name Middle name \* Last name

**Address**

\* Address information is required.

\* Country  
United States of America

\* Street Address

\* City \* State \* ZIP

County

**Other Information**

\* Date of birth

\* Legal Sex  
Female Male Unknown

Home phone

\* Email address \* Verify email address

\* Last four digits of SSN

As a spam prevention measure, complete the CAPTCHA below.

I'm not a robot

reCAPTCHA  
Privacy & Terms

**“Submit”** once completed

**MyChart** requires an email to activate your account.

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).***