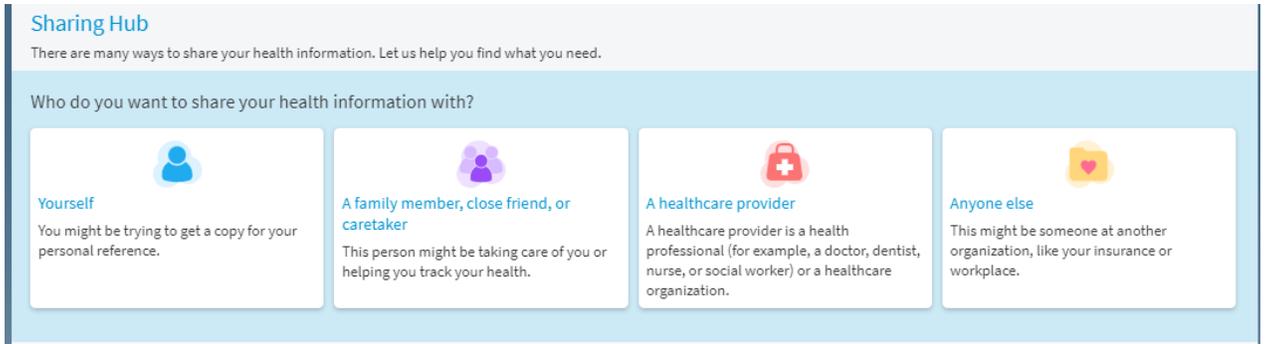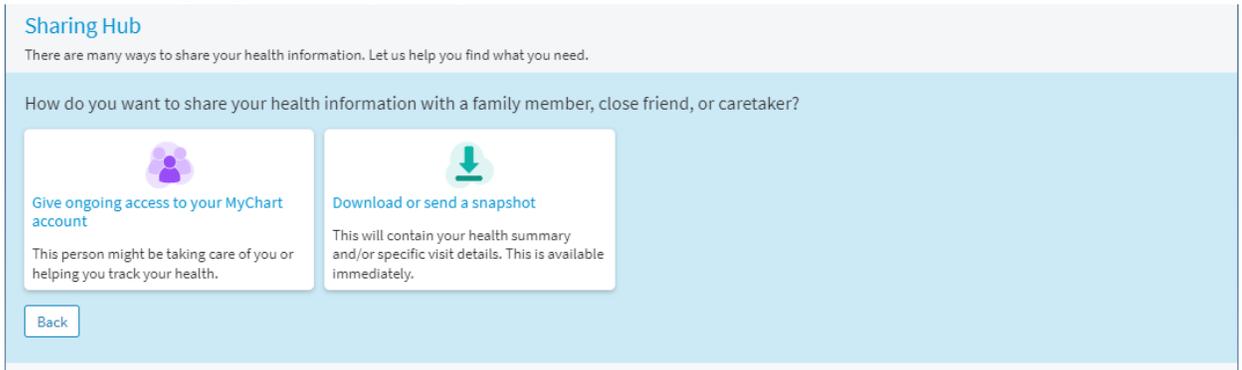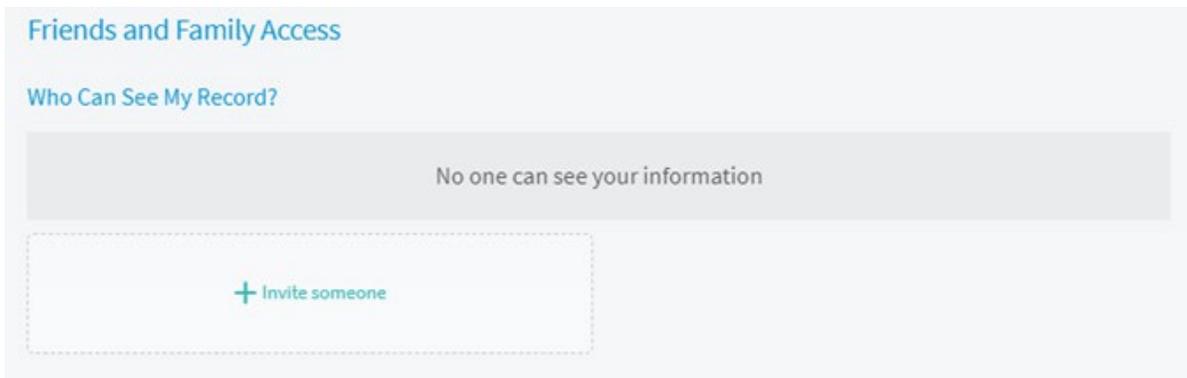1. Sign in to MyChart
2. Go to menu and select 'Share My Record' or click here
3. Select 'A family member, close friend, or caretaker'

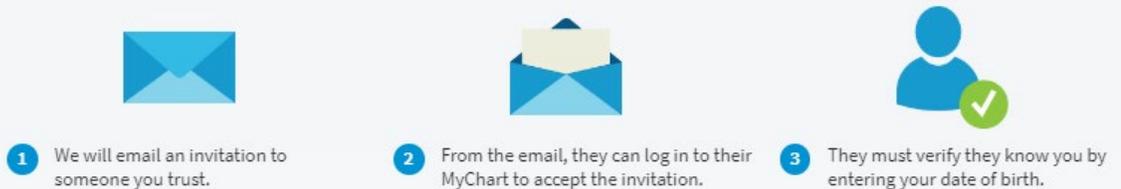4. Select 'Give ongoing access to your MyChart account'

5. Select 'Invite someone'

6. Fill out their name and email address. Click 'Send Invite'.

Invite Someone to Have Access to Your Record

1. We will email an invitation to someone you trust.
2. From the email, they can log in to their MyChart to accept the invitation.
3. They must verify they know you by entering your date of birth.

Who are you inviting?

*Name

Where should we send this invitation?

*Email   *Confirm email

*What kind of access would you like this person to have to your chart?

Full Access

Send invite

7. The loved one will receive an email and should click on the 'Accept Invitation' button, and sign into their account.

8. The person receiving the invitation should then validate the patient's date of birth and click 'Accept invitation.' Access will then be set up.