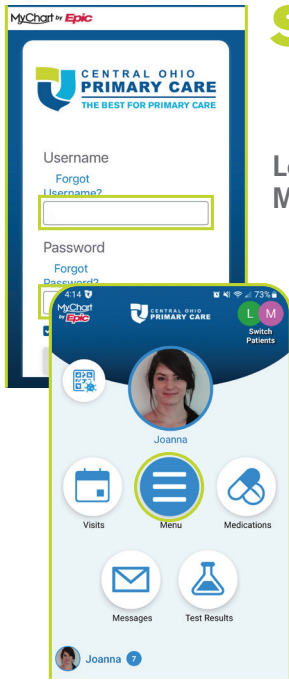


# Instructions to REQUEST MyChart proxy access

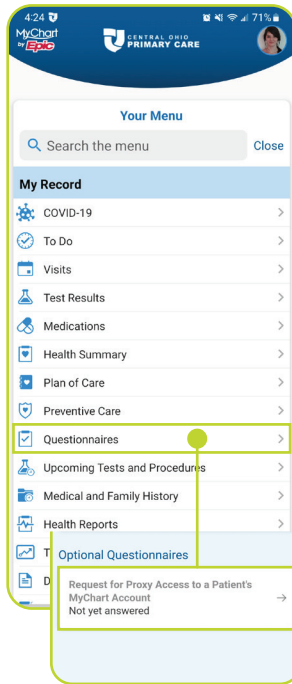
**ATTENTION:** YOU MUST HAVE A MyChart ACCOUNT TO USE PROXY ACCESS.

## Requesting access using the online Proxy Questionnaire

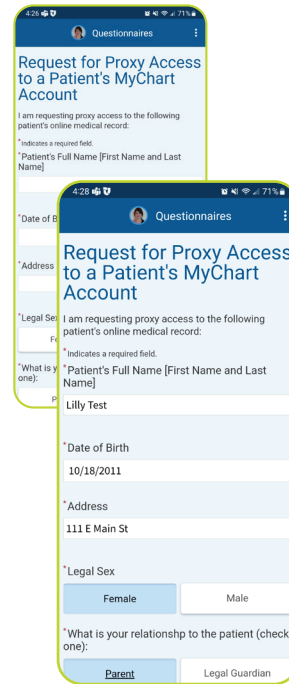


**STEP 1**  
Log in to your MyChart account.

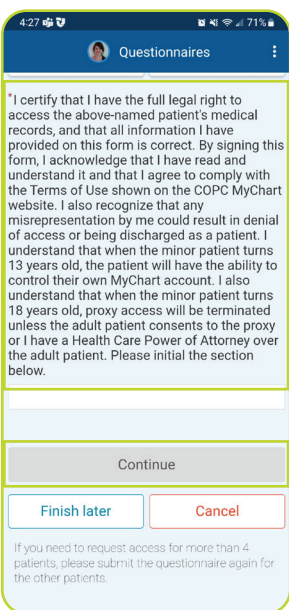
**STEP 2**  
Go to the MyChart home page and click on the "Menu" icon.



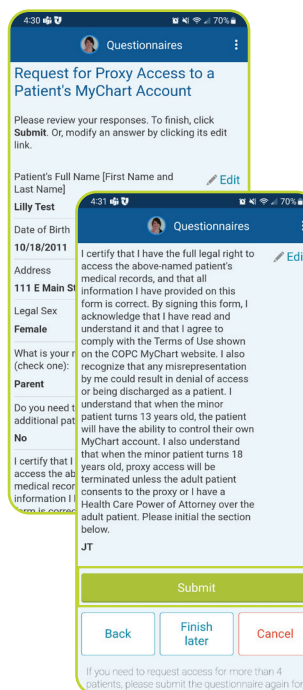
**STEP 3**  
Scroll down. Under "My Record" click on "Questionnaires" then find and click on "Request for Proxy Access to a Patient's MyChart Account."



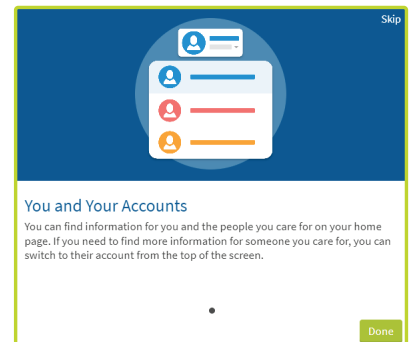
**STEP 4**  
Fill out the required fields. Be sure to upload any requested legal documentation. At this point you may request proxy access to multiple accounts.



**STEP 5**  
Read the legal disclaimer, initial, then click "Continue."



**STEP 6**  
Review your responses, then click "Submit."



**STEP 7**  
**Your request has been submitted!**  
Your proxy request will be reviewed. Once approved, you will see the patient you have access to in your MyChart account!

**Proxy access may also be requested in-person at the office of the patient's Primary Care Provider.**