GREENVILLE
HEALTH SYSTEM

MyChart Activation Guide

MyChart is a free online patient portal available to all GHS patients. By using MyChart on your computer or mobile device, you can contact your care provider, view test results and immunization records, ask for prescription refills and more.

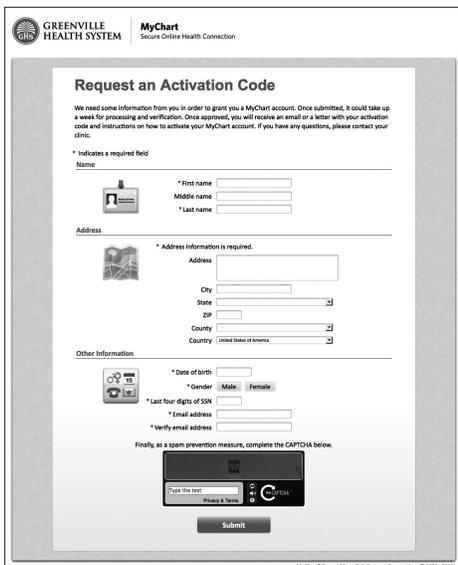This sheet provides step-by-step instructions for activating your MyChart account.

Activating Your MyChart Account

1. Visit mychart.ghs.org on your Internet browser.

2. Find the green button that says "Sign Up Now" and click it.

3. If you do not already have an activation code, click "Request Online" at the bottom of the page and fill in your information on the form that appears. This information enables your personal GHS chart to be linked directly to your GHS MyChart. **If you have an activation code, skip to step 5.**
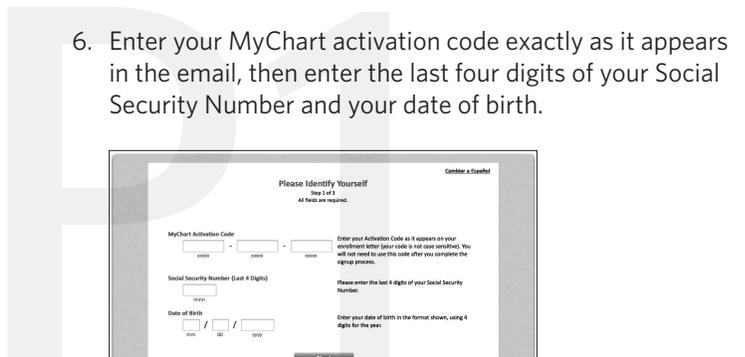

4. Once you have completed the form, an activation code will be sent to the email address you provided.

5. Return to mychart.ghs.org and again click on the green button that says "Sign Up Now."

6. Enter your MyChart activation code exactly as it appears in the email, then enter the last four digits of your Social Security Number and your date of birth.

7. Create a MyChart username. (Choose one that is easy to remember.)

8. Create a MyChart password. (This password can be changed at any time.)

9. Choose a security question, provide the answer, then click the green button that says "Next." The security question is used to access MyChart if you forget your password.

10. Select your communication preference. Enter a valid email address to receive email notifications when new information is available in MyChart. Click the green "Sign In" button.

11. Read the terms and conditions. You must accept these terms and conditions to use MyChart. Once you have accepted, you can view your medical record.