

Steps to Active Your Account for the First Time

I Have Received an Activation Code Via Email or After Visit Summary

1. Review the email sent to you with signup information.

If the email was sent to you automatically (when scheduling or checking in for an appointment or after discharge from the ED or hospital),

click the link within email and it will open your browser to the sign-up page. The Activation Code will auto-populate within the field.

If you received an activation code on your after visit summary, visit mychart.clevelandclinic.org/accesscheck.asp and enter the code within the field.

- Enter the last 4 digits of Social Security Number or complete Canada Health Card Number.
- Enter the date of birth (mm/dd/yyyy).
- Click the **NEXT** button.
- 2. Create a Username and Password.
 - Username **must** be 8 characters or more and **is not** case sensitive. Do not use your Activation Code as your Username.
 - Create a password (must be typed twice).
 - Must be different than your username
 - **Must** be 8 characters or more and is case sensitive
 - Click the **NEXT** button.

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Step 1	_	-		
All fields are	e required.			
MyClevelar	ndClinic Ac	tivation Cod	e	
Enter your Acti complete the s	ivation Code as lignup process.	it appears on yo If you do not hav	ur after visit summary or email (you re an activation code, please reques	code is not case sensitive). You will not need to use this code after you one by clicking on the Request Activation Code Online button.
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itep 2 of 3				
All fields are req	uired.			
Please choose y	our MyClevelandClinic Username and pa	issword.		
MyClevelandC Create a MyClevelar	inic Username Scinic Username. It cannot be changed, so think	of one that is secure and easy to remember.		
Username may	consist of a-z, 0-9, and or @			
Password Create a password, ' atters (lowercase as	our password must be different than your MyClev d uppercase).	eland Clinic Username. For increased security, use a combin	ation of numbers and	
Eight character Retype Passwo	or more; case sensitive			
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3. Enter your email address (must be typed twice) and click on the **SIGN IN** button.

E-mail Notification	S	
Step 3 of 3		
E-mail Address Your e-mail address will be used for alerts only. We will no	t share your e-mail address with anyone.	
Example: chris@company.com Retype E-mail Address		
SIGN IN		
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Eleveland Clinic MyChart: Your Interactive Health Record[®]: Terms and Conditions of Use (" leve ALL MEDICAL EMERCENCIES, IMMEDIATELY DIAL 911. DO NOT USE THIS CONVENIENCE DOMMUNICATE MEDICAL EMERGENCIES.

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responsible for safeguarding the Cleveland Clinic MyChart ID

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Individual" means the patient whose record is maintained in Cleveland Clinic MyCh our" and "Cleveland Clinic" mean The Cleveland Clinic Foundation. The use of the w individual proxy representative, authorized by Individual and/or authorized by app ortions of the Individual's medical record through the MyChart Caregiver service as unctions available to Caregivers.

- 4. Read and agree to the Terms and Conditions.
 - Terms and Conditions will display each time you log on to MyClevelandClinic unless you check the box marked "please do not show this page" next time.
 - Click the **ACCEPT** button.

5. The next time you visit the MyClevelandClinic login page, you will enter your Username and Password to access your account.

- Save your Username in a secure place.
- Bookmark or add the URL to your favorites.

6. Add your children and/or dependent adults to your MyClevelandClinic account:

- In MyClevelandClinic, select Request Family Access in the Messaging menu and follow the steps provided.
- If you'd like to authorize a loved one to access your account, use the "Share My Record" feature in the Health menu.
- More information can be found in the For Loved Ones tab located at <u>clevelandclinic.org/mychart</u>.



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