

## MyChart | Your Interactive Health Record

# Steps to Upload Your Insurance Card Using MyChart PreCheck-In Via Personal Computer (PC) or Mobile Device

### Add an Insurance Card Using a PC

- Once you've completed the previous section of PreCheckin you'll arrive at **Insurance**.
  - To add a coverage click + **Add a coverage**.
    - To update your coverage, click **Update Coverage**.
    - To add a photos of your insurance card, click **UPLOAD INSURANCE CARD HERE**.

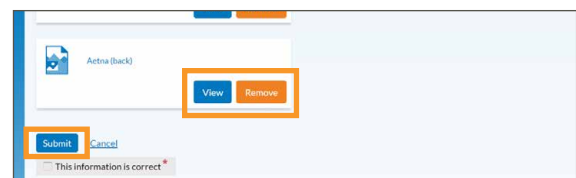
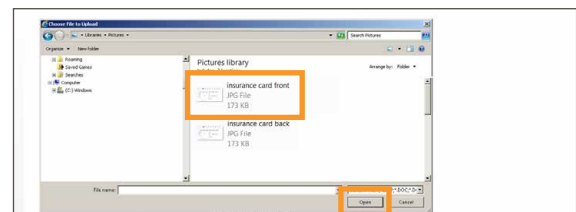
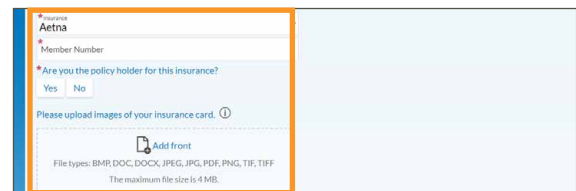
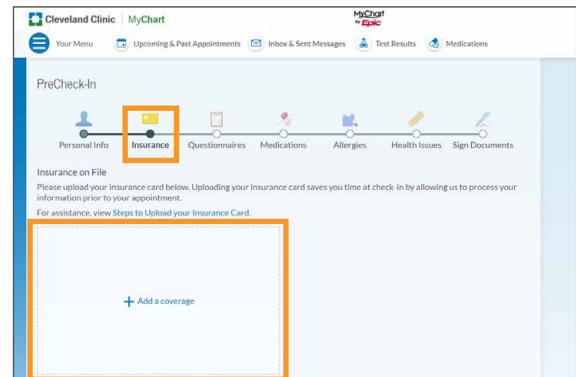
**You will need to have scanned both the front and back of your insurance card.**

**Each should be saved to your PC as separate files in one of the following formats (e.g...bmp, .doc, .docx, .jpeg, .pdf, .png, .tif or .tiff).**

**Please have the files saved and accessible on your PC prior to starting your upload process.**

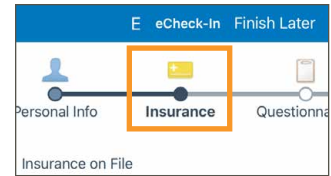
- Complete the fields and upload both sides of your insurance card, one side at a time.
  - Click **Add front** to upload the front image of your insurance card.
- Locate the photo file of your insurance card saved to your PC.
  - Select the file and click the **Open** button.
- The front of your insurance card should now be uploaded.
  - Click **Add back** to upload the back image of your insurance card. Repeat Step 3 to locate and upload file.
- Both sides of your insurance card should now be uploaded. Click the **View** button to review the image(s) or the **Remove** button if you need to make adjustments.
  - Click the **Submit** button to save your files.

**Document(s) will be placed in pending review.**



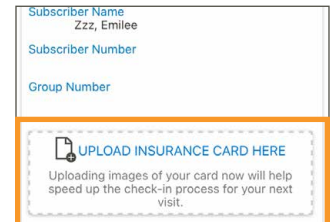
## Add an Insurance Card Using a Mobile Device

1. Once you've completed the previous section of PreCheck-In you'll arrive at **Insurance**.

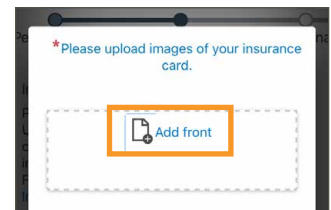


- Scroll down and tap **UPLOAD INSURANCE CARD HERE**.

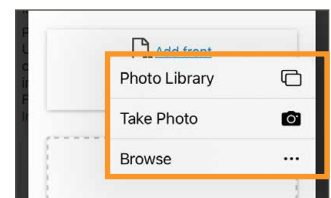
**You will need to have image files of both the front and back of your insurance card on your mobile device. If you do not have images available, you will have the option of capturing photos using your mobile device during the upload process.**



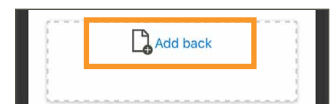
2. Upload both sides of your insurance card, one side at a time.
  - Tap **Add front** to upload the front image of your insurance card.



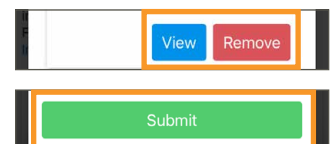
3. Choose one of the following options to upload the image.
  - **Locate a previously taken photo** of your insurance card.
  - **Take a photo** of the front of your insurance card.
  - **Browse your storage** to locate the front of your insurance card.



4. Tap **Add back** to upload the back image of your insurance card, and repeat Step 3.



5. Both sides of your insurance card should now be uploaded.
  - Tap the **View** button to review the image(s) or the **Remove** button if you need to make adjustments.
  - Click the **Submit** button to save your files.



**Document(s) will be placed in pending review.**