SIGN UP FOR MYCHART

MyChart is Epic's patient portal that provides you with online access to your medical record and allows you to actively participate in your health care.

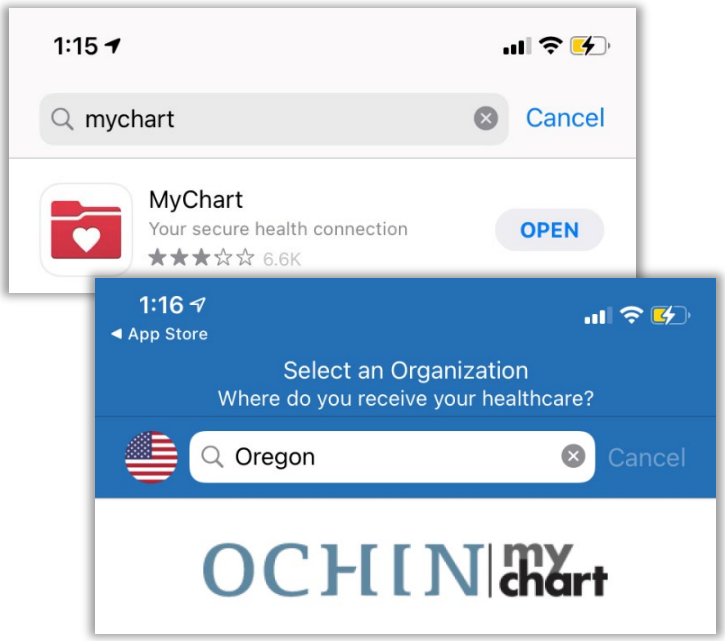
With MyChart, you can:

- View test results
- Request and manage appointments
- Pay your medical bills
- Communicate with your doctor
- Request prescription refills

This guide outlines the steps to sign up for MyChart.

Access MyChart

1. From your computer, go to www.gritman.org/mychart
2. From your mobile Apple or Android device, download the **MyChart** app from the App Store and select **Gritman** as the organization.



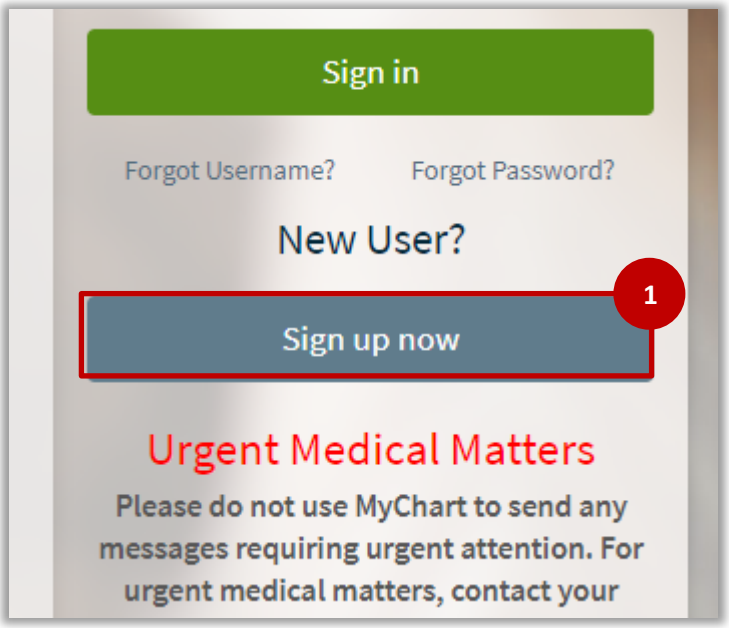
Create an Account

There are several ways to sign up for MyChart:

- Clinic staff can sign you up at the front desk or in the exam room.
- You can create an account online using an activation code. Activation codes can be requested from clinic staff by text or email or found on your After Visit Summary.
- You can create an account online without an activation code by matching your information with what is on file in your medical record.

To create an account online:

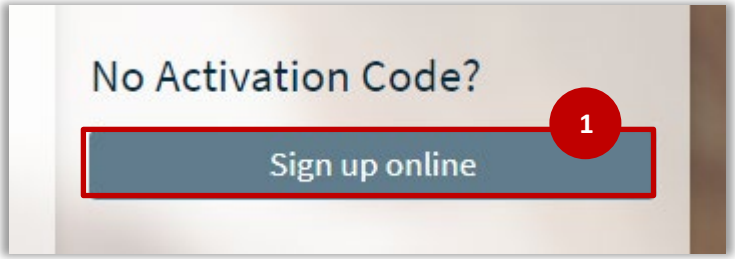
1. Go to https://mychart.ochin.org/gritman/Authentication/Login and click Sign up now.



No activation code

If you do not have an activation code:

1. Click **Sign up online** under "No Activation Code?"



2. Enter in the required demographic and contact information.
3. Check the CAPTCHA box.
4. Click **Submit.**

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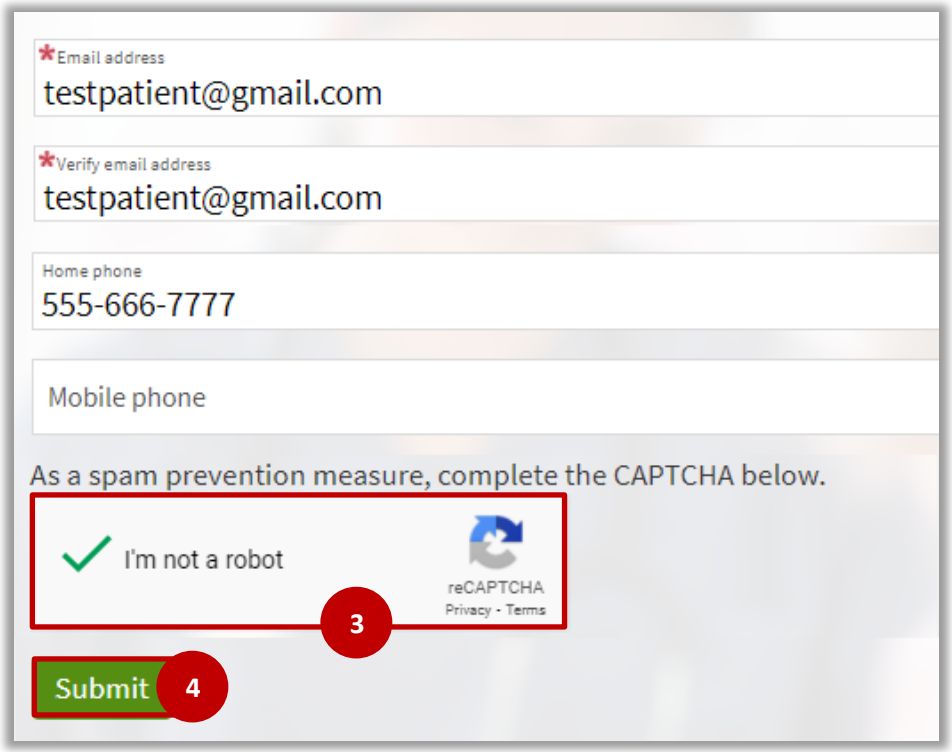

Your request has been submitted. If your information matches with what the clinic has on file, you will receive an activation code within 24 hours of your email.

With activation code

If you have an activation code:

1. Enter the **Activation Code**, **ZIP Code**, and **Date of Birth** in Step 1.
2. Click **Next.**

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3. Create a **Username** and **Password** following the outlined guidelines in Step 2.
4. Click **Next.**
5. If you want to receive email or text notifications when new information is received (ex. test results or messages), click "Yes" to enable and enter your email address and cell phone number in Step 3.
6. Click **Sign In.**

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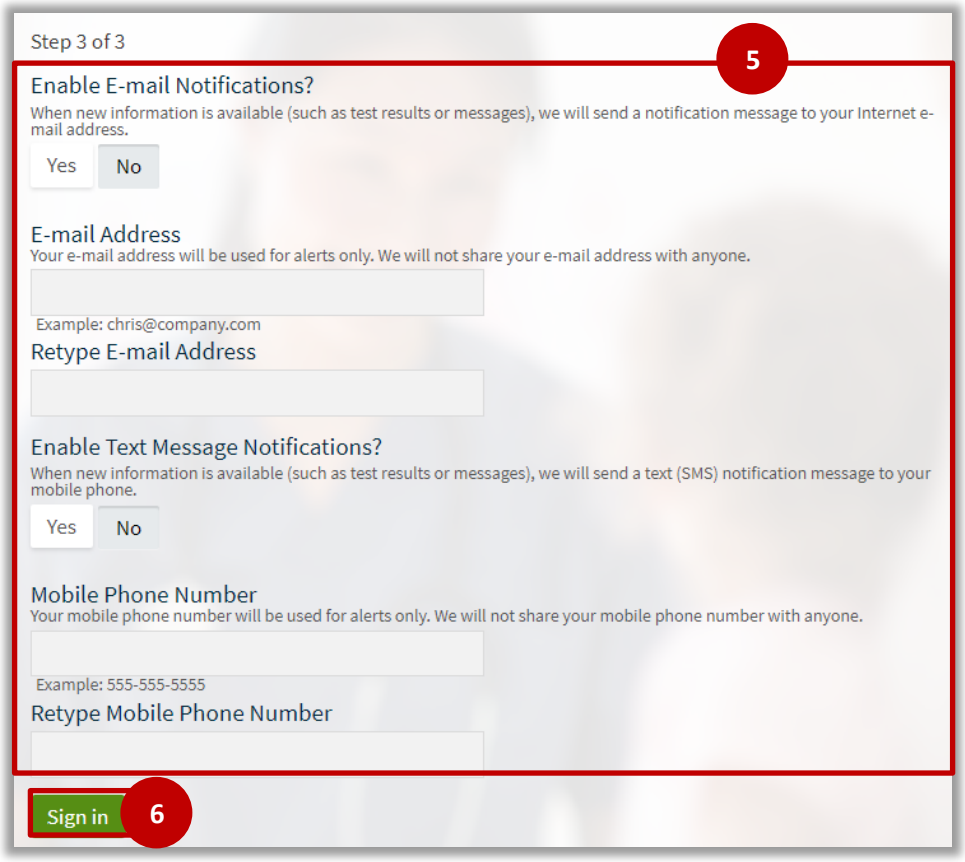

The steps are the same when using a mobile device.

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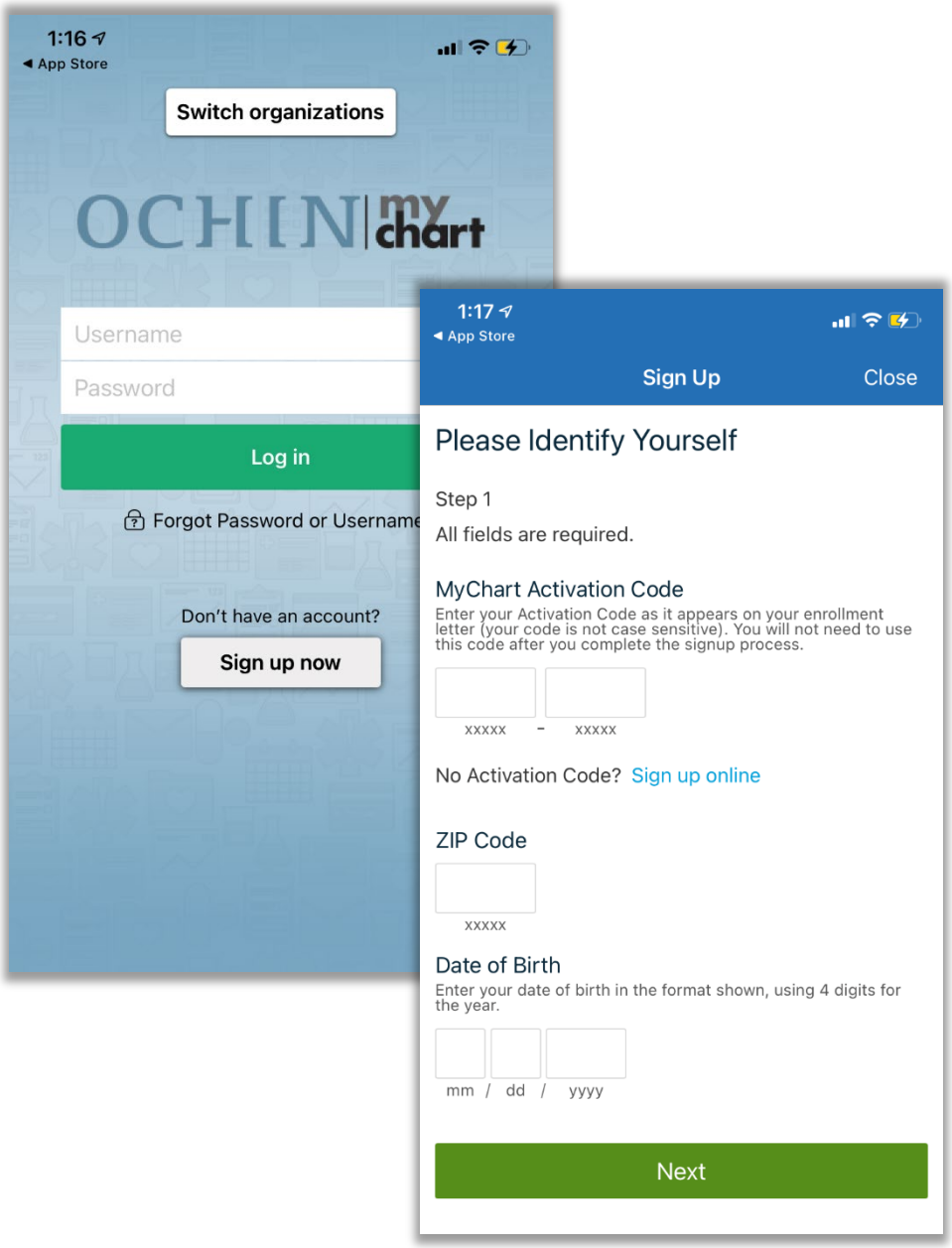

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