

We are called to make a healthy difference in people's lives.

MyChart Essentia Health

Quick Start Guide



Essentia Health

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MyChart Introduction



MyChart is a secure web-based or mobile app tool that provides convenient, 24/7 access to your personal health information and care plan.

With MyChart you can access the following:

- Make an Appointment
 - Family Care & Proxy Access
 - Test Results & Visit Notes
 - Video Visits
 - Refill Your Prescription
 - Request Medical Records
- ...plus more!

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Signing Up for MyChart

Follow these steps to create your MyChart account and start managing your healthcare online.



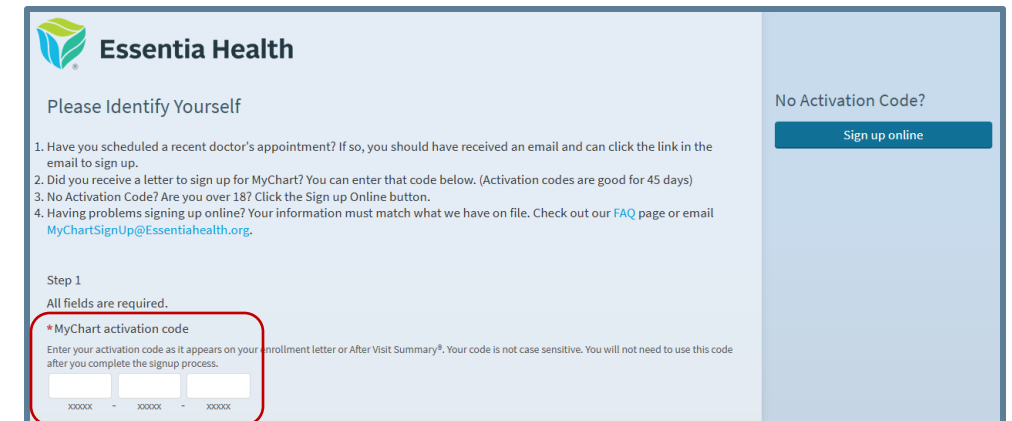
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Option 1: Using an Activation Code

1. Go to **www.essentialmychart.org** or open the **MyChart App**
2. Click **Sign Up**
3. Enter your **activation code** (provided by your healthcare provider)
4. Verify your **name, birthdate, and last 4 digits of your SSN**
5. Create a **username and password**
6. Set up **security questions**
7. Confirm your **email and phone number**
8. Click **Sign Up** to complete registration



The image shows the top section of the Essentia Health MyChart sign-up page. On the left, there are six service tiles: 'Make an Appointment', 'Video Visits', 'Family Care & Proxy Access', 'Refill Your Prescription', 'Test Results & Visit Notes', and 'Request Medical Records'. On the right, there is a sign-in section with fields for 'MyChart Username' and 'Password', a 'SIGN IN' button, and links for 'Forgot username?' and 'Forgot password?'. Below these is a 'SIGN UP' button highlighted with a red rectangle, followed by 'REQUEST FAMILY ACCESS' and 'FAQS / HELP' buttons. At the bottom, there are links to the App Store and Google Play, and a footer with 'Privacy Policy' and 'Terms and Conditions'.



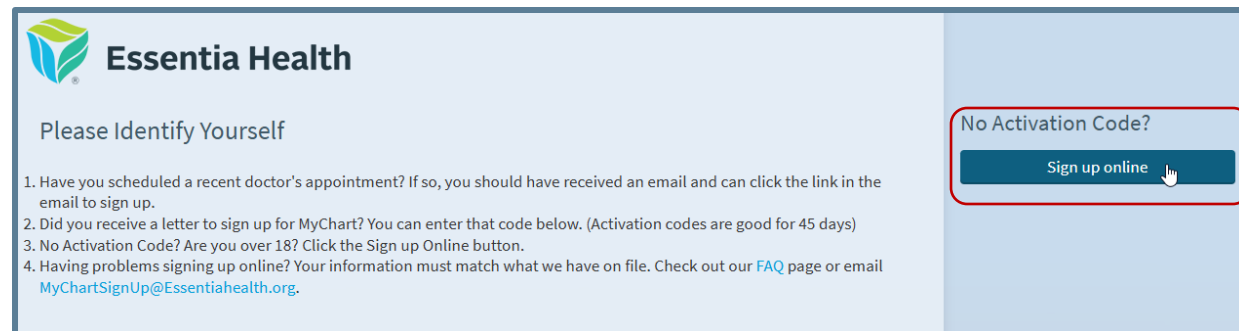
The image shows the bottom section of the Essentia Health MyChart sign-up page. It starts with the heading 'Please Identify Yourself' and a list of four questions about appointments, sign-up letters, activation codes, and online sign-up. Below this is a 'Step 1' section with the instruction 'All fields are required.' and a red rectangle highlighting the 'MyChart activation code' field. The text explains that the code is from the enrollment letter or After Visit Summary and is not case sensitive. At the bottom, there are three input fields for the activation code, each with a placeholder 'XXXXX'. On the right side, there is a 'No Activation Code?' section with a 'Sign up online' button.

Option 2: No Activation Code

1. Go to www.essentialmychart.org or open the **MyChart App**
2. Click **Sign Up**
3. Select **Sign Up Online**
4. Enter your **personal details** (name, birthdate, and contact information)
5. Verify your identity using **security questions** through a secure verification service
6. Create a **username and password**
7. Set up **security questions**
8. Confirm your **email and phone number**
9. Click **Sign Up** to complete registration



The screenshot shows the Essentia Health MyChart login and sign-up page. The header includes the Essentia Health logo. The main content area has six service tiles: 'Make an Appointment', 'Video Visits', 'Family Care & Proxy Access', 'Refill Your Prescription', 'Test Results & Visit Notes', and 'Request Medical Records'. On the right, there is a login section with fields for 'MyChart Username' and 'Password', a 'SIGN IN' button, and links for 'Forgot username?' and 'Forgot password?'. Below the login section, there is a 'SIGN UP' button highlighted with a red rectangle, followed by 'REQUEST FAMILY ACCESS' and 'FAQS / HELP' buttons. At the bottom, there are links to 'Download on the App Store' and 'GET IT ON Google Play', and a footer with 'Privacy Policy', 'Terms and Conditions', and 'MyChart by Epic'.



The screenshot shows the 'Please Identify Yourself' page on the Essentia Health MyChart website. The header includes the Essentia Health logo. The main content area has a heading 'Please Identify Yourself' followed by four numbered questions: 1. Have you scheduled a recent doctor's appointment? 2. Did you receive a letter to sign up for MyChart? 3. No Activation Code? 4. Having problems signing up online? Below the questions, there is a 'Sign up online' button highlighted with a red rectangle. The footer includes the email address 'MyChartSignUp@Essentiahealth.org'.



Email Notification

You will receive an email notification to confirm your MyChart account is activated.

Hello

Thank you for activating your MyChart account.

MyChart provides secure online access to your medical record. You can view visit notes and test results, schedule appointments, send a message to your care team and much more.

If you did not activate this account, please contact the MyChart Patient Support Line at 1-888-868-9292.

Proxy Access: If you would like to give a parent, guardian or adult caregiver access to your MyChart account, select Share My Record from the main Menu and follow the prompts to send an invitation.

Thank you for choosing MyChart.

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Accessing MyChart

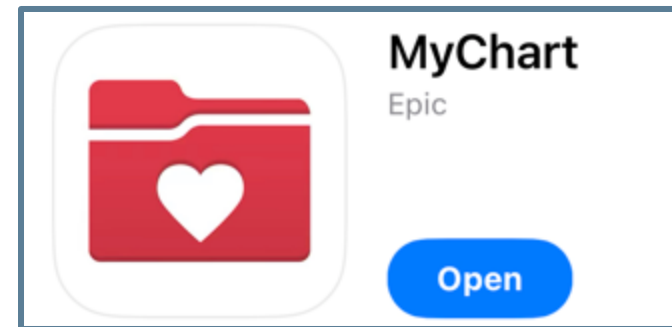
Easily access your MyChart account from your computer or mobile device to stay connected to your healthcare information.



Essentia Health

On a Mobile Device:

1. Download the **MyChart App** from the **App Store (iOS)** or **Google Play (Android)**
2. Open the app and select **Essentia Health**
3. Enter your **username** and **password**
4. Tap **Log In**

The image shows the login screen for the Essentia Health app. At the top left is the Essentia Health logo, which consists of a stylized green and blue leaf-like shape. To the right of the logo is the text "Essentia Health". Below the logo and text is a red rounded rectangular box containing the login fields. Inside this box, there are two input fields: "Username" and "Password". To the right of the "Username" field is a blue link that says "Forgot Username?". To the right of the "Password" field is a blue link that says "Forgot Password?" and a small eye icon. Below the input fields is a checkbox labeled "Remember Username". At the bottom of the red box is a grey button labeled "Log in". Below the red box, there are two options: "Need help?" with a question mark icon, and "Sign up" with a person icon.

On a Computer:

1. Open a web browser
2. Go to
www.essentialmychart.org
3. Enter your **username** and **password**
4. Click **Sign In**

Essentia Health

Make an Appointment
Schedule appointments with your primary care provider or care team.

Video Visits
Visit with your care team or get urgent care on demand via video chat.

Family Care & Proxy Access
Manage care for your family or as a caregiver for a loved one.

Refill Your Prescription
Request prescription refills for delivery or pick-up at your preferred pharmacy.

Test Results & Visit Notes
Access and view your test results the moment they are made available.

Request Medical Records
Request access and view your medical records.

MyChart Username
Password

SIGN IN

[Forgot username?](#) [Forgot password?](#)

SIGN UP

REQUEST FAMILY ACCESS

FAQS / HELP

Download on the App Store | GET IT ON Google Play

[Privacy Policy](#) [Terms and Conditions](#)

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We are called to make a healthy difference in people's lives.

Forgot Username or Password?

Follow these steps to quickly recover your username or reset your password.

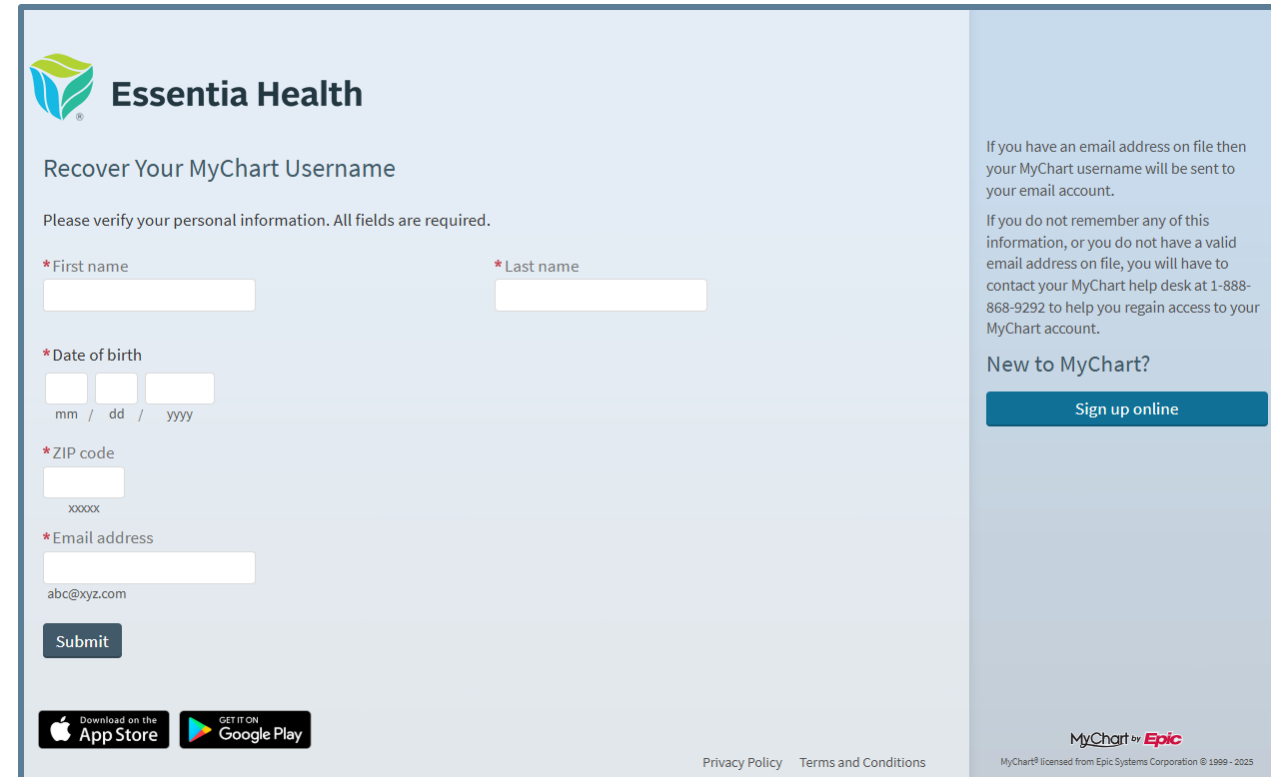



Essentia Health



Forgot Your Username?

1. Click **Forgot Username?** on the login screen
2. Enter your **name, birthdate, ZIP code, and email address**
3. Follow the instructions to retrieve your username
4. Check your email or phone for your username details



 **Essentia Health**

Recover Your MyChart Username

Please verify your personal information. All fields are required.

*First name

*Last name

*Date of birth
 / /
mm / dd / yyyy

*ZIP code

XXXXX

*Email address

abc@xyz.com

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If you have an email address on file then your MyChart username will be sent to your email account.

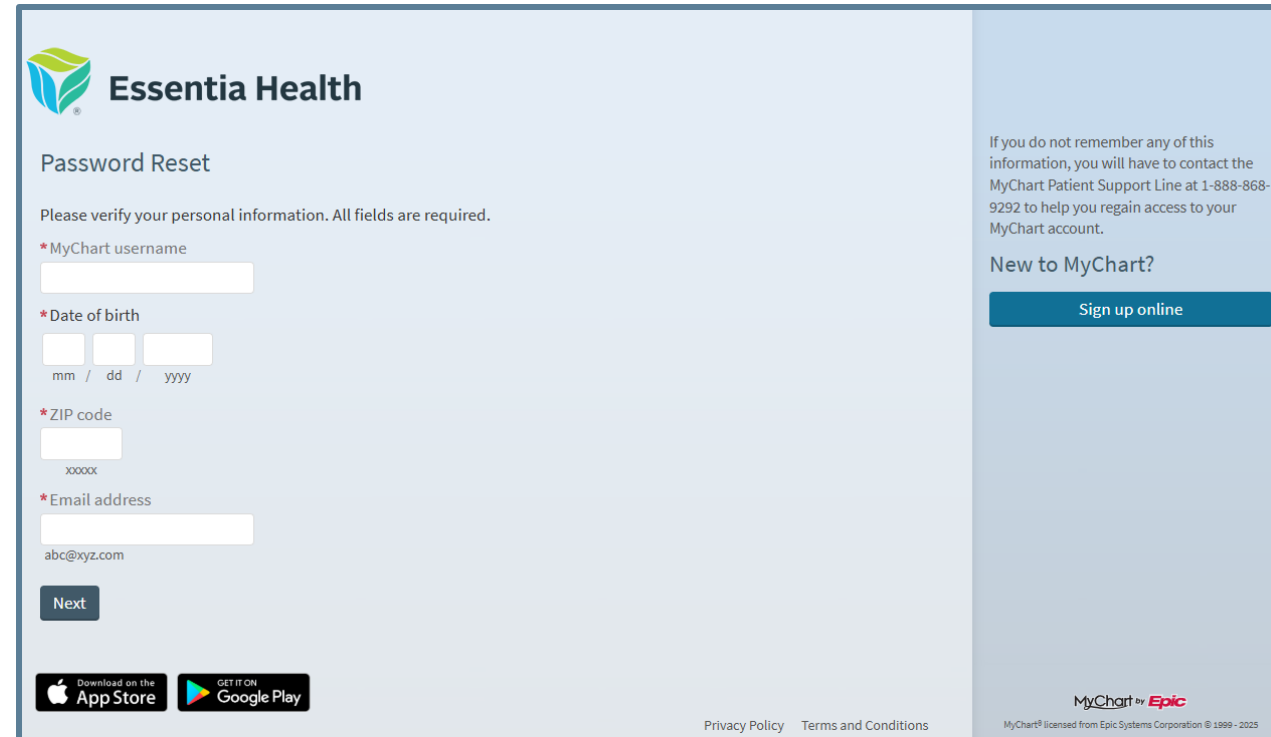
If you do not remember any of this information, or you do not have a valid email address on file, you will have to contact your MyChart help desk at 1-888-868-9292 to help you regain access to your MyChart account.


New to MyChart?



Forgot Your Password?

1. Click **Forgot Password?** on the login screen
2. Enter your **username, birthdate, ZIP code, and email address**
3. Follow the instructions to reset your password
4. Check your email or phone for a reset link



 **Essentia Health**

Password Reset

Please verify your personal information. All fields are required.

*MyChart username

*Date of birth
 / /
mm / dd / yyyy



*ZIP code

xxxxx

*Email address

abc@xyz.com

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If you do not remember any of this information, you will have to contact the MyChart Patient Support Line at 1-888-868-9292 to help you regain access to your MyChart account.

New to MyChart?

[Sign up online](#)

Help Resources

Help Resources

MyChart Questions?

Call our MyChart Patient Support Line

1-888-868-9292

Email (Access Including Proxy)

MyChartSignUp@EssentiaHealth.org

Email (General Questions)

ISCustomerServiceHelpDeskSchedule@EssentiaHealth.org