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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www.essentiahealth.org/patients-visitors/mychart

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

Signing Up for MyChart

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

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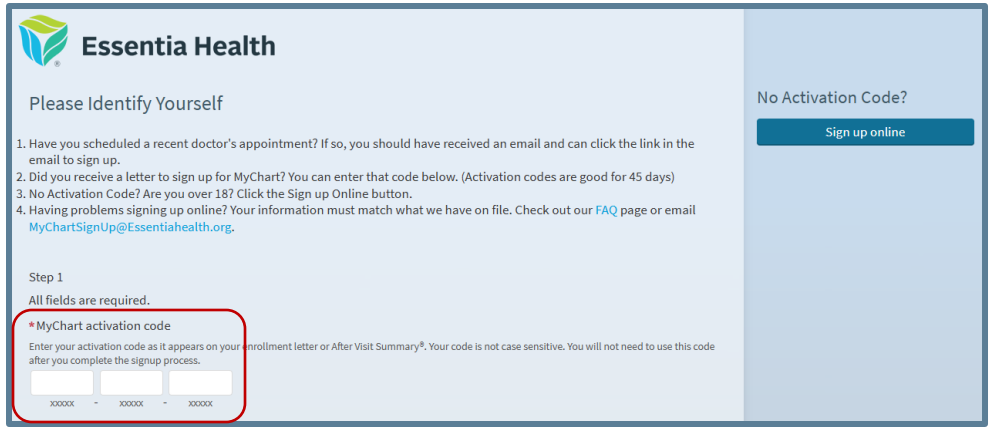
Option 1: Using an Activation Code

1. Go to **www.essentiamychart.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



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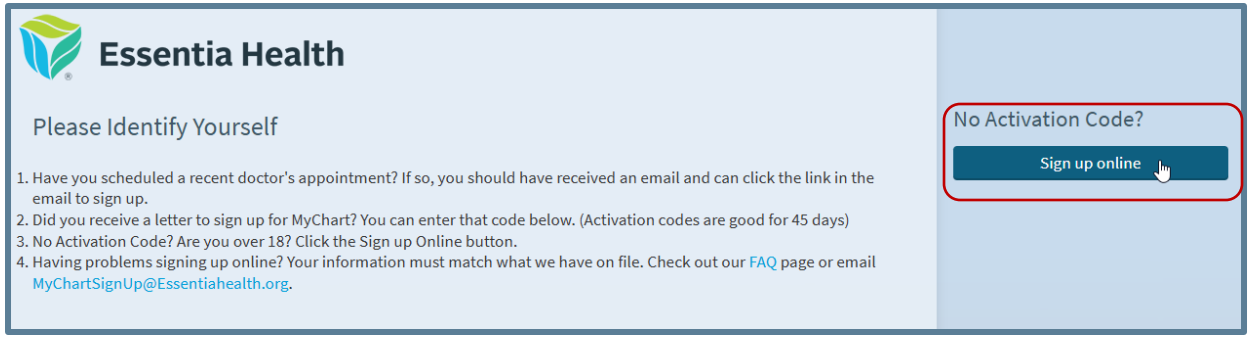
Option 2: No Activation Code

1. Go to **www.essentiamychart.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



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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.

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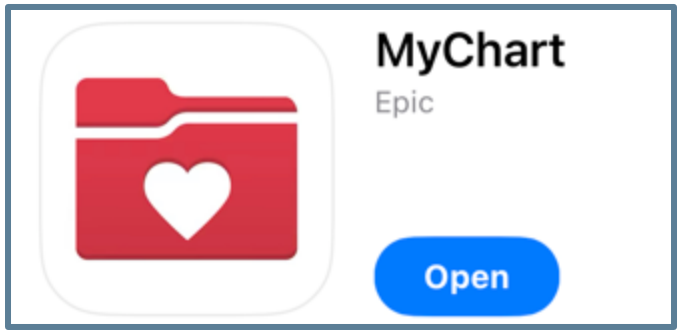
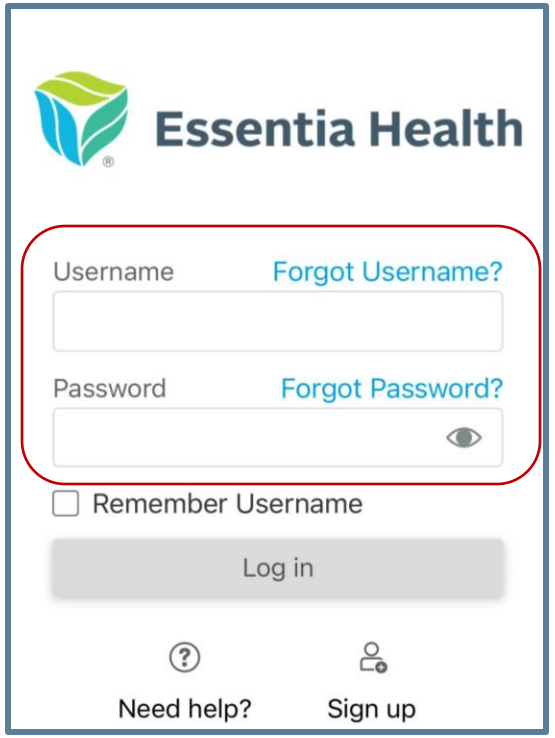
On a Mobile Device:

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**





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On a Computer:

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

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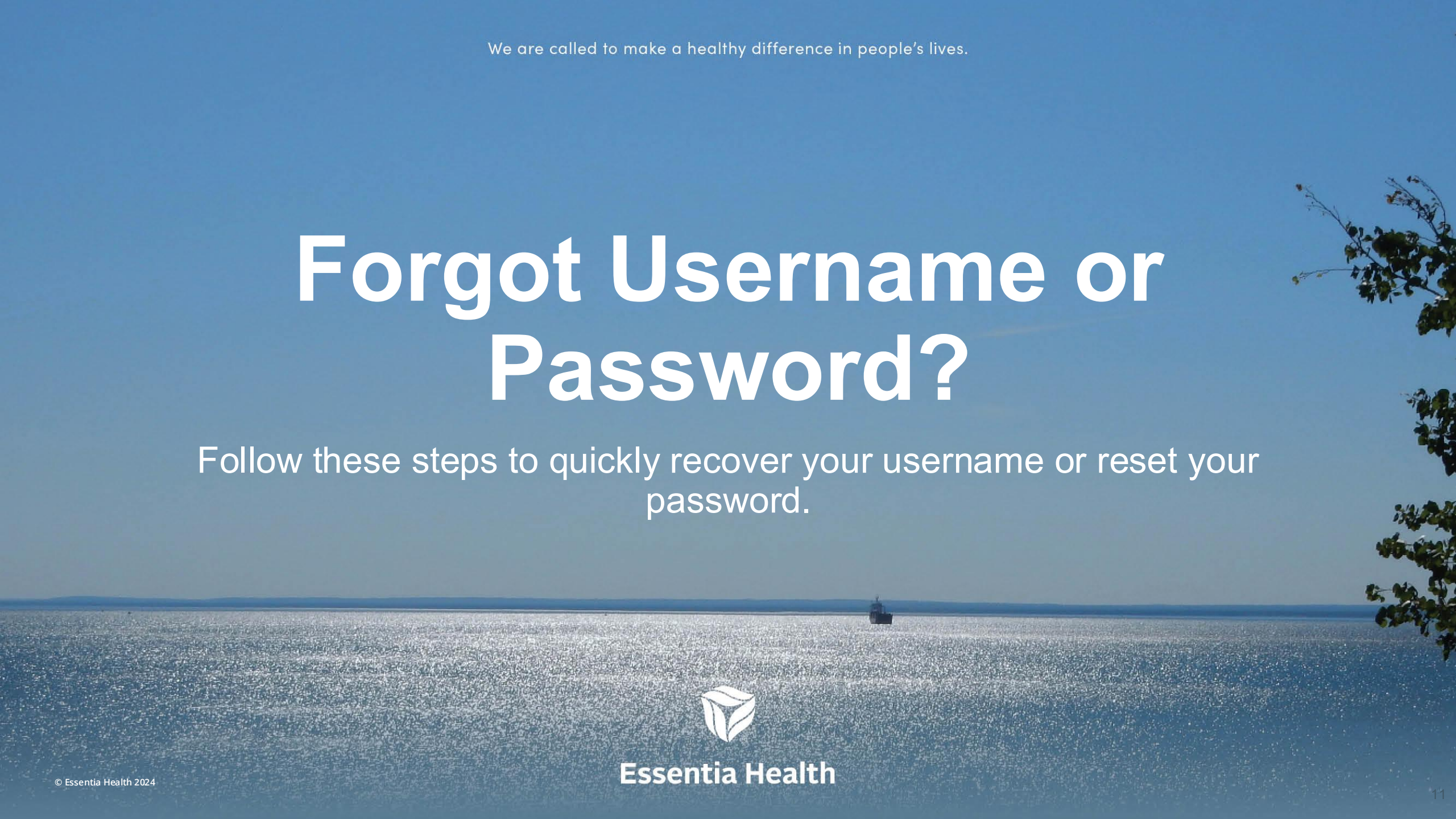

We are called to make a healthy difference in people's lives.

Forgot Username or Password?

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

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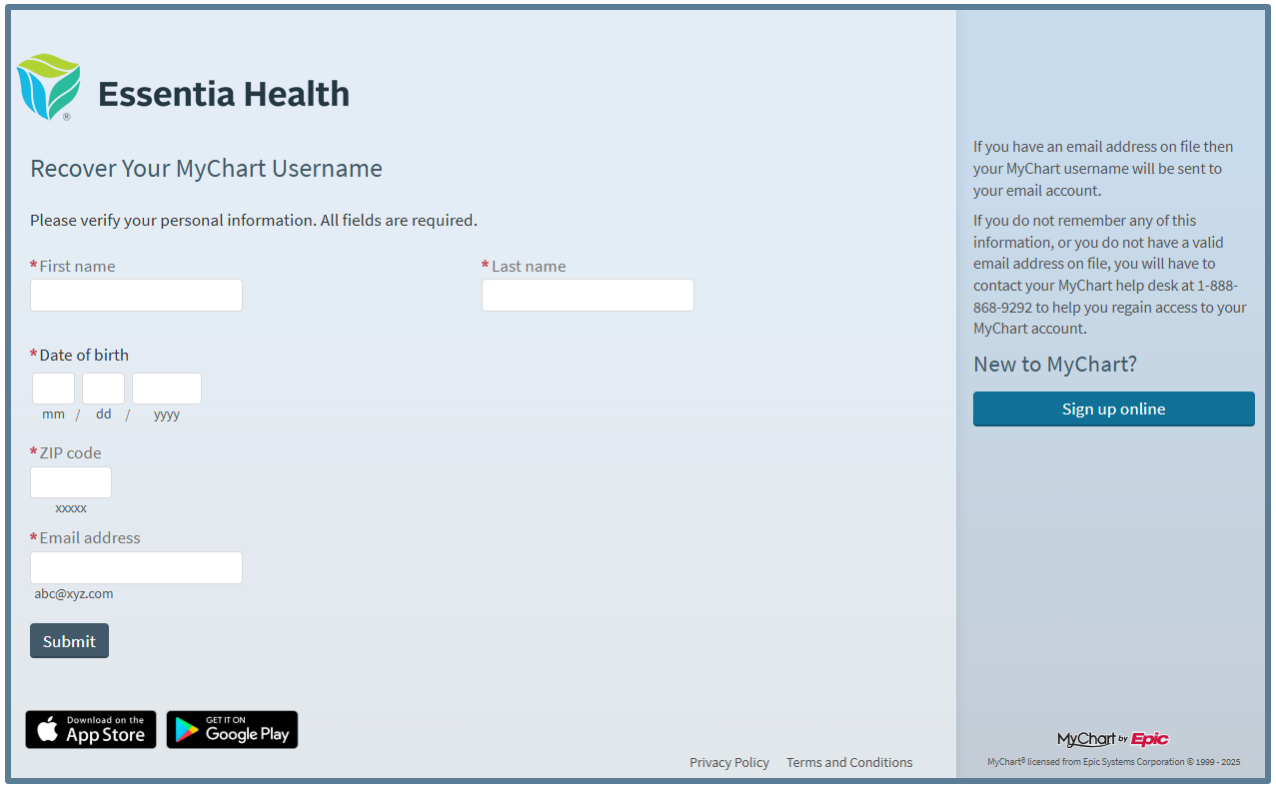
Forgot Your Username?

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



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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

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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

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