

Getting Started on MyChart

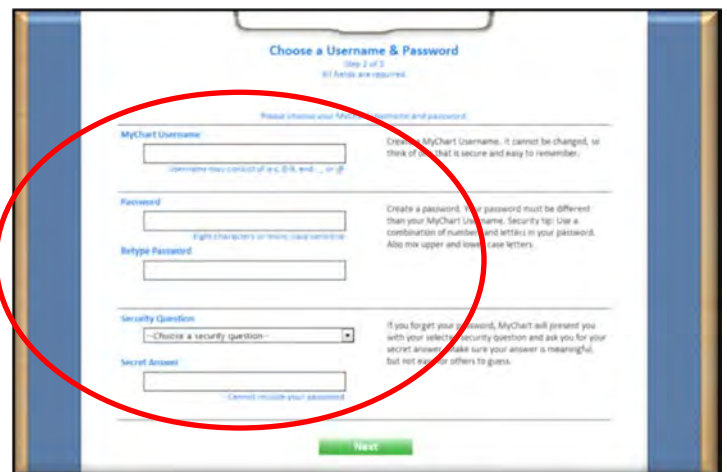
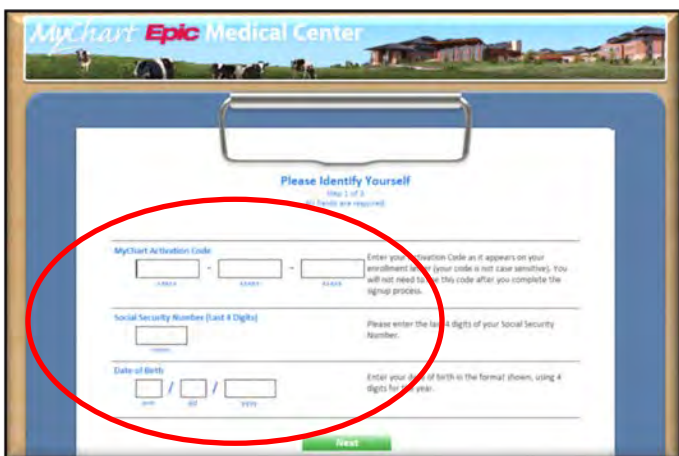
Setting up a MyChart account for the first time: If your account is not activated during your hospital or office visit, please complete the following steps.

1. Sign in at <https://mychart.chsli.org>
2. Click the Sign Up Now button, which is directly below “New User?”:



3. You will be prompted to complete the following fields:
 - a. Enter your MyChart Activation Code (this alphanumeric code may appear on your After Visit Summary, paperwork you received at discharge or after office/clinic visit) or may be provided by staff
 - b. The last four digits of your Social Security Number
 - c. Your Date of Birth
 - d. Click the Next button

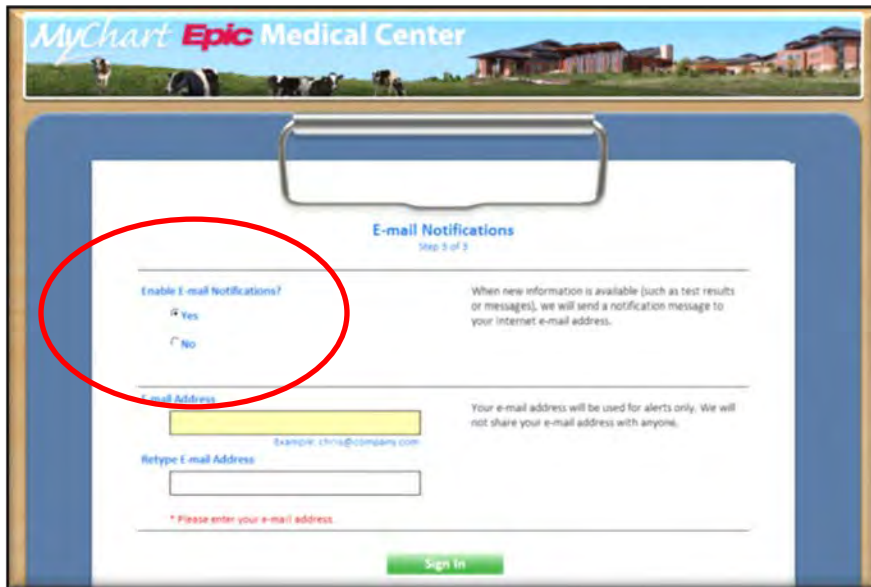
4. You will be prompted to:
 - a. Create a MyChart Username
 - b. Enter a Password
 - c. Re-enter your Password
 - d. Select a Security Question
 - e. Provide the Secret Answer to your security question



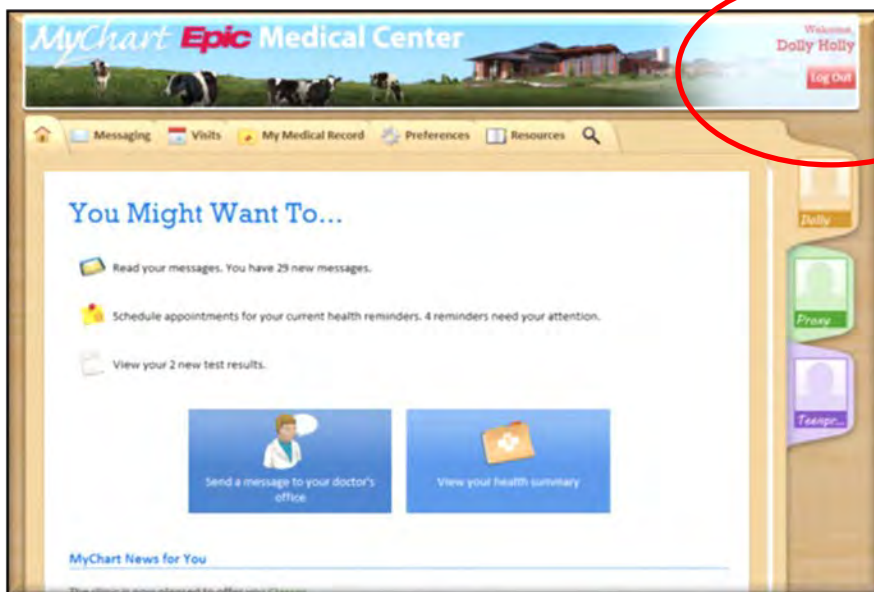
Getting Started on MyChart (Continued)



5. Indicate whether you would like electronic notifications; if you answer Yes, enter the e-mail address you'd like notifications sent to:



6. If you have successfully completed the steps above, you will be prompted to Accept or Decline the Terms and Conditions. Please note that if you decline, you will be logged out of the system. If you accept, you will see the following:



It will say “Welcome, _____ [your name]” at the top right of your screen. If you require further assistance, please contact our CHS Service Desk at (631) 465-4200, Option 2.