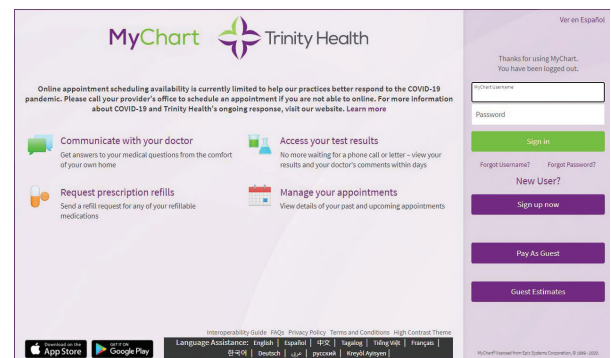# MERCYONE ℠

MyChart
your interactive health record

Steps to activate your personal mychart account for the first time.

Step 1

- Go to: mychart.trinity–health.org
- Click the purple **Sign Up Now** button

Step 2
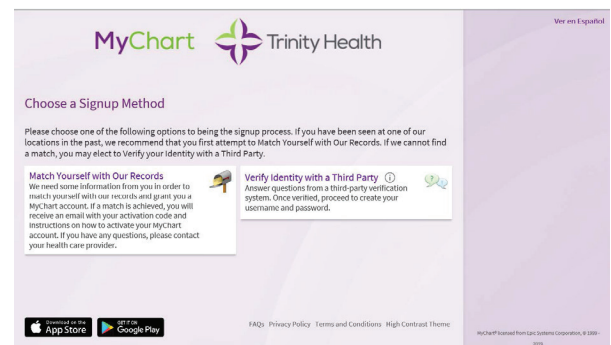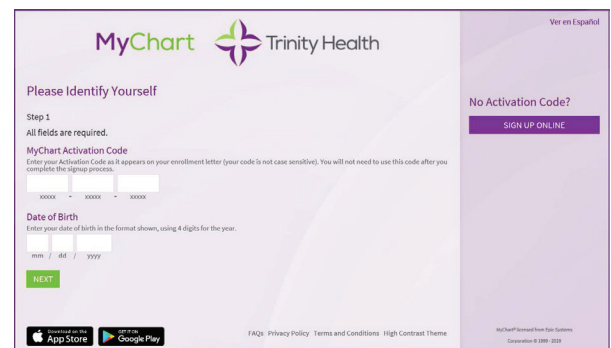
I DO have an activation code:

- Enter the Activation Code you received in the letter at your appointment check–in
- Enter date of birth using requested format (mm/dd/yyyy)
- Click on the **NEXT** button and proceed

I DO NOT have an activation code:

- Click the **SIGN UP ONLINE** on the right side of the Please Identify Yourself page button located under "No Activation Code?" on the **Please Identify Yourself** sceen.
- Select "Match Yourself with Our Records" and complete the form and CAPTCHA spam prevention on the next page.

An Activation Code letter will be sent to the email you've provided. Once received, return to this step and complete the "I DO have an Activation Code" section above.

If you are unable to match with our records, please try the "Verify Identity with a Third Party" option. After completing the form, you will be prompted to answer identity verification questions and CAPTCHA spam prevention.
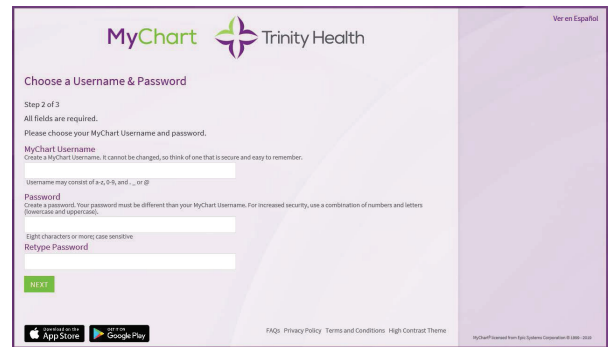
Step 3

- Create a MyChart® ID
  - Must be 8 to 30 characters long and is not case sensitive
- Create a password (must be typed twice)
  - Must be different than your MyChart ID
  - Must be 8 to 30 characters long and is case sensitive
- Choose a security question and create a security answer

For your security and ease of use, select a MyChart ID and a Password that is easy for you to remember and impossible for anyone else to guess.
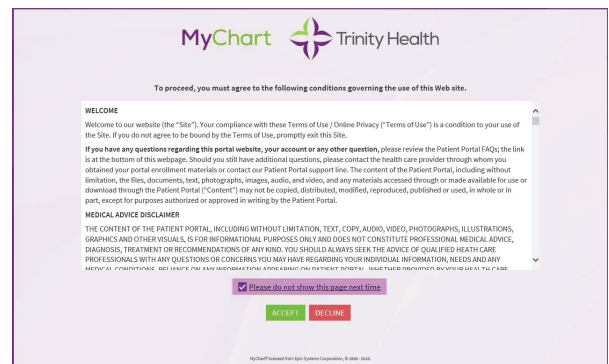
You will need to enter your MyChart ID and Password in the appropriate boxes (see Step 6 below) every time you access your MyChart account.

Note: Do not use your activation code as your MyChart ID.

Step 4

- Read the Terms and Conditions
- You must agree to the Terms and Conditions to use MyChart by clicking the **ACCEPT** button
- Terms and Conditions will display each time you log on to MyChart unless you check the box marked "please do not show this page" next time

Step 5

The next time you visit **mychart.trinity-health.org**, you will enter your MyChart ID and your Password to access your MyChart account.

- Make sure that you save your MyChart ID in a secure place

Note: You can bookmark or add the above URL to your favorites.

Tu mejor vida. Nuestro único propósito.   **MercyOne.org**

MyChart® es una marca comercial registrada de Epic Systems Corporation

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