

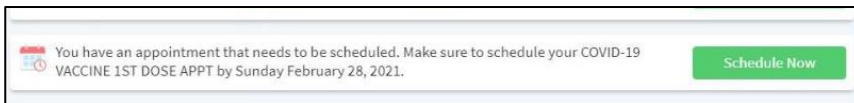
MyChart Enrollment Tip Sheet

Please use MyChart to schedule your initial vaccination appointment, as well as your second vaccine dose.

Choose your method to enroll and schedule online:

1. Existing MultiCare MyChart Users

- You will see a prompt when you log in that notifies you that you have a vaccination appointment to schedule.
- Click **Schedule Now** to proceed with scheduling your appointment.



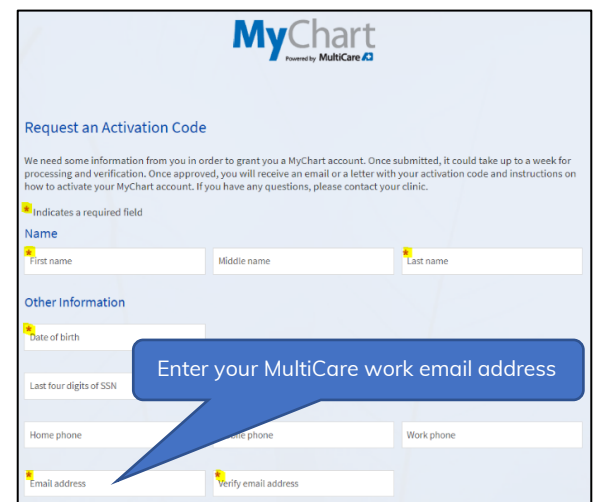
2. I want to enroll but have never received care at a MultiCare medical facility.

- A new employee medical record has been created for you in Epic to facilitate the vaccination process.
- You can sign up at your earliest convenience. Visit mychart.multicare.org and click on **Sign up Now**, then request an activation code by clicking on **Sign up Online** and enter the required information.

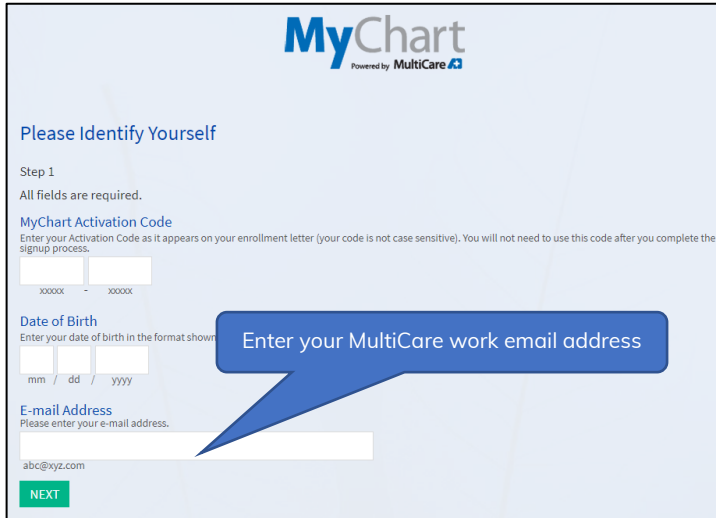


- Ensure you enter your first/last name, **MultiCare work email address** and date of birth as these are used as verification points and to receive your Activation Code.

- ➔ Enter the required information with the red “*”
- ➔ Including your contact information is helpful in the event it is necessary to reach out to you by phone regarding your appointment.

- You will receive an email with your Activation Code. Follow the link **Sign up for MyChart**, and provide your **MultiCare email address**, date of birth and the activation code to complete the enrollment.



- Once your account is active, you will see the prompt to schedule your vaccination appointment. If you do not see one, you may call the Access Center to schedule your appointment once you have spoken with your leader to confirm scheduling is authorized. You will schedule your second dose in MyChart.

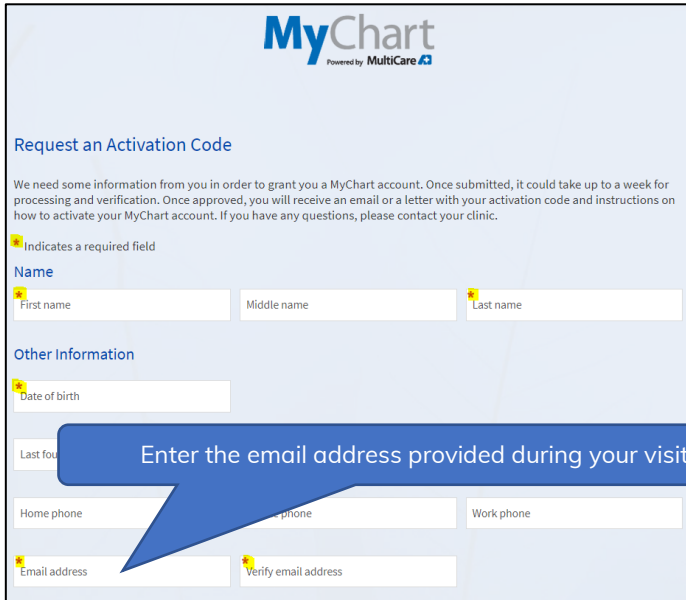
3. I have been a patient at a MultiCare medical facility and would like to sign up for MyChart.


You have an existing medical record in Epic which contains patient demographics to enable enrollment. Follow the steps outlined above with one significant difference. **You will use the email address that was provided at the time you received care at a MultiCare facility.**

- You can sign up at your earliest convenience. Visit mychart.multicare.org and click on **Sign up Now**, then request an Activation Code by clicking on **Sign up Online** and enter the required information.





- Ensure you enter your first/last name, the **email address you provided during your visit**, and date of birth as these are used as verification points and to receive your Activation Code.






MyChart
Powered by MultiCare 

[Request an Activation Code](#)


We need some information from you in order to grant you a MyChart account. Once submitted, it could take up to a week for processing and verification. Once approved, you will receive an email or a letter with your activation code and instructions on how to activate your MyChart account. If you have any questions, please contact your clinic.

 Indicates a required field

Name



 First name  Middle name  Last name

Other Information

 Date of birth

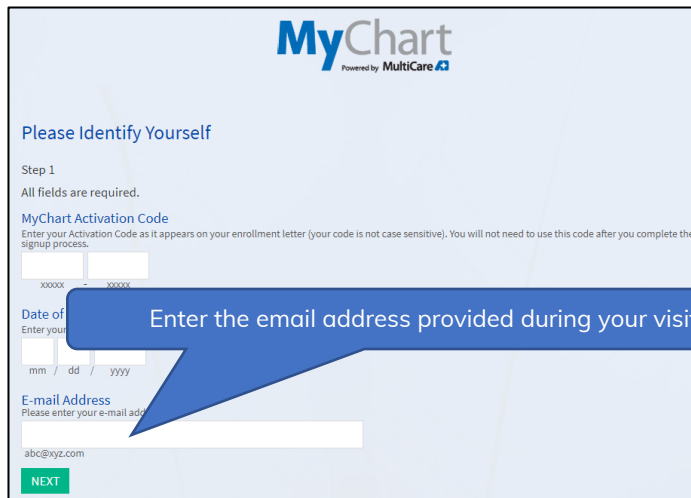
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
Home phone Work phone

 Email address  Verify email address

Enter the email address provided during your visit

- You will receive an email with your Activation Code. Follow the link **Sign up for MyChart** , and enter the **email address provided during your visit**, date of birth and the activation code to complete the enrollment.



MyChart
Powered by MultiCare 

Please Identify Yourself

Step 1

All fields are required.

MyChart Activation Code
Enter your Activation Code as it appears on your enrollment letter (your code is not case sensitive). You will not need to use this code after you complete the signup process.

Date of Birth
Enter your date of birth

/ /

E-mail Address
Please enter your e-mail address

abc@xyz.com

NEXT

Enter the email address provided during your visit

- Once your account is active, you will see the prompt to schedule your vaccination appointment. If you do not see one, you may call the Access Center to schedule your appointment once you have spoken with your leader to confirm scheduling is authorized. You will schedule your second dose in MyChart.

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