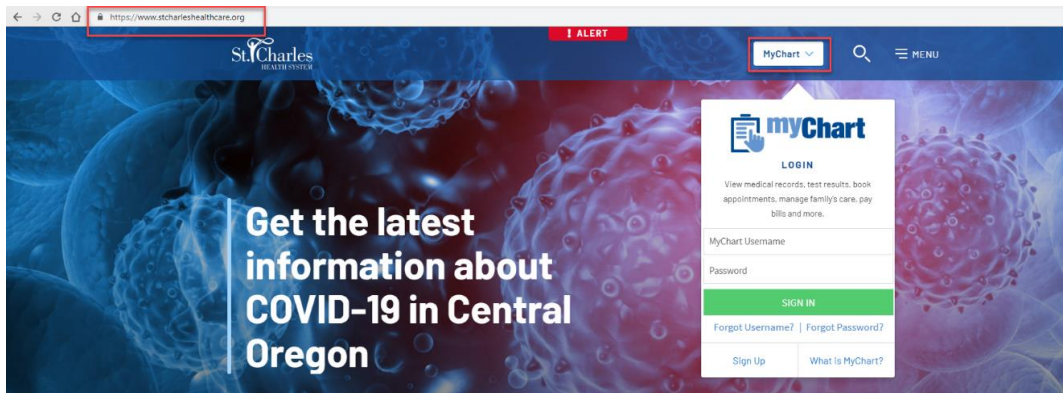


How to Share Your Record with a Proxy

If you are a St. Charles patient between the ages of 14 to 17 and have your own MyChart Account, you can grant a parent or legal guardian (or any other trusted adult) access to your MyChart account as a proxy. The term "proxy" means someone who has access to a MyChart account that is not their own. By default, the proxy will have access to your account until you turn 18, however you can revoke proxy access at any time.

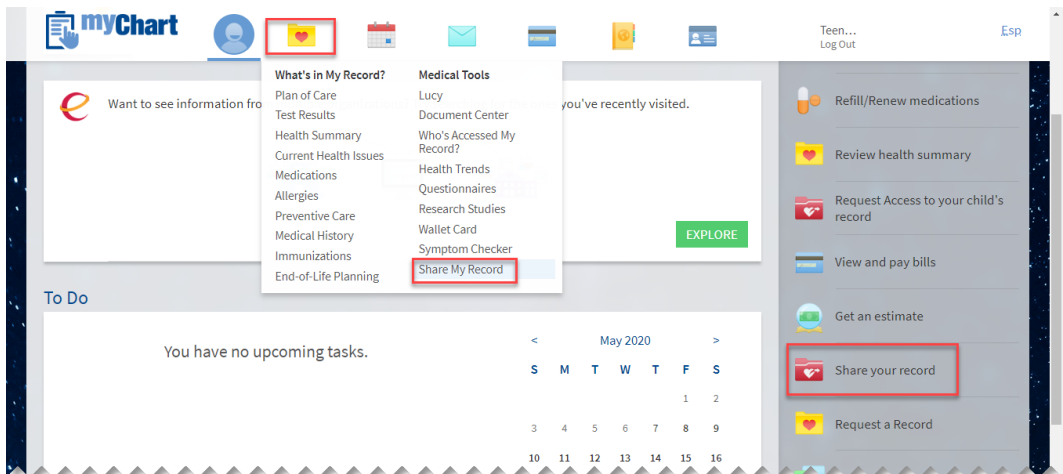
TRY IT OUT

1. In your web browser, enter <https://www.stcharleshealthcare.org/> and click MyChart on the top toolbar. A MyChart LogIn window displays.



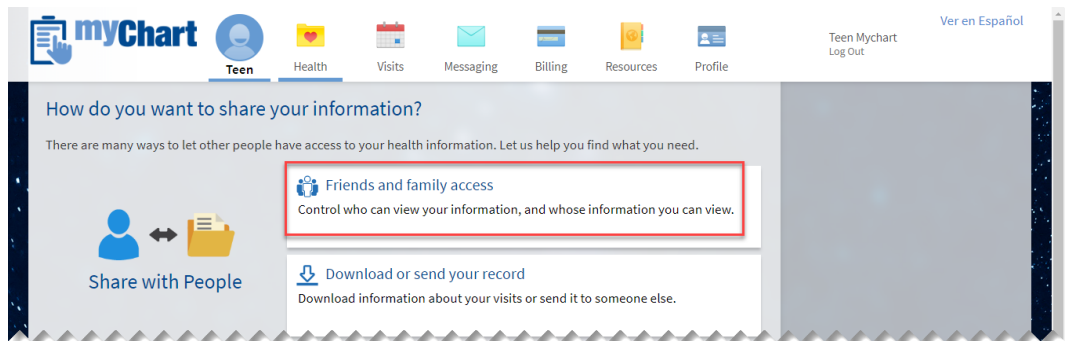
MyChart Login

2. Enter your MyChart username and password, and click **Sign In**.
3. On the MyChart Homepage, click **Share your record**. Alternatively, navigate to **Health > Share My Record**.



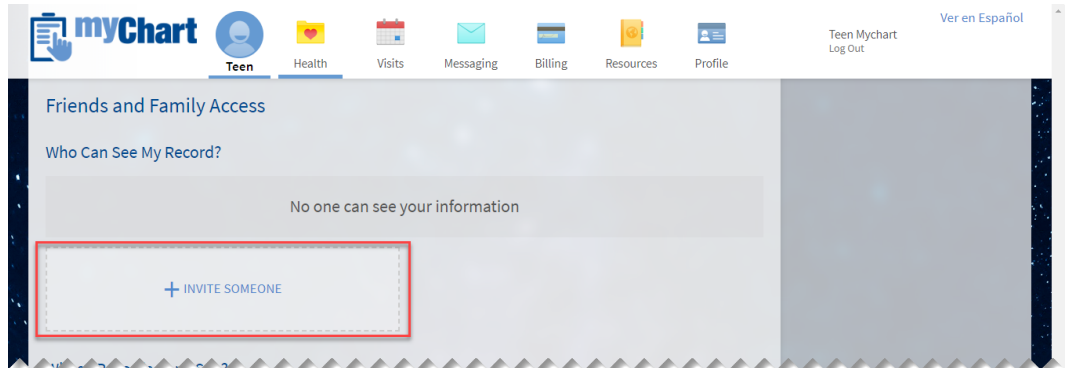
MyChart Homepage

4. Click **Friends and family access**.



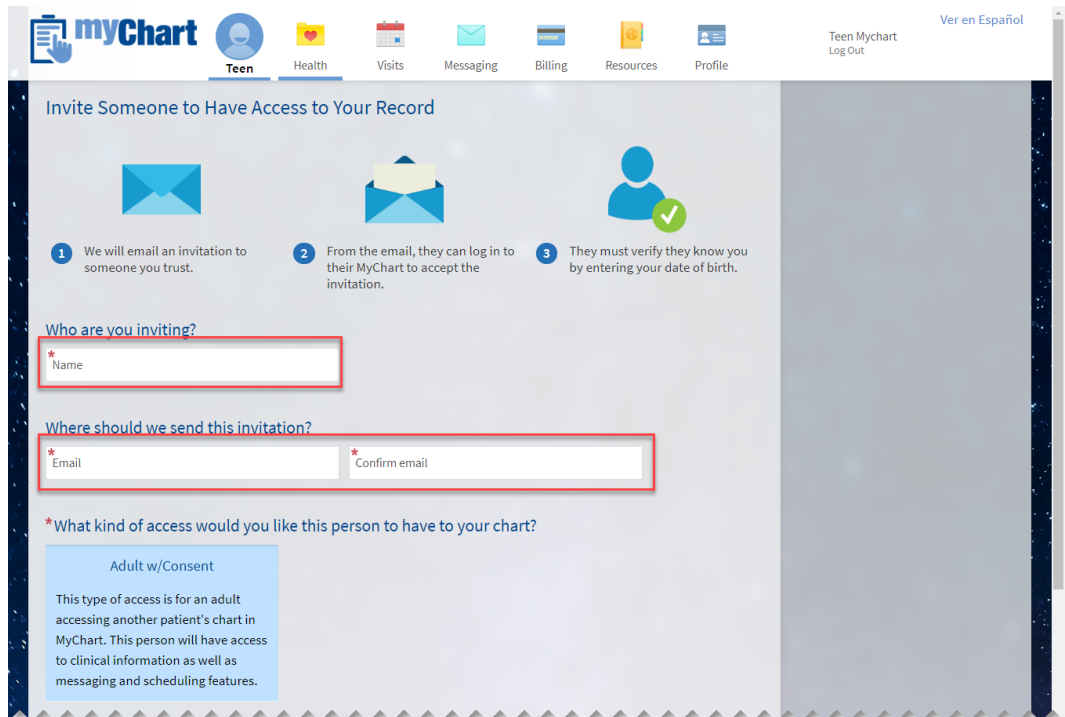
Share My Record page

5. The Friends and Family Access page displays. Click **Invite Someone**.



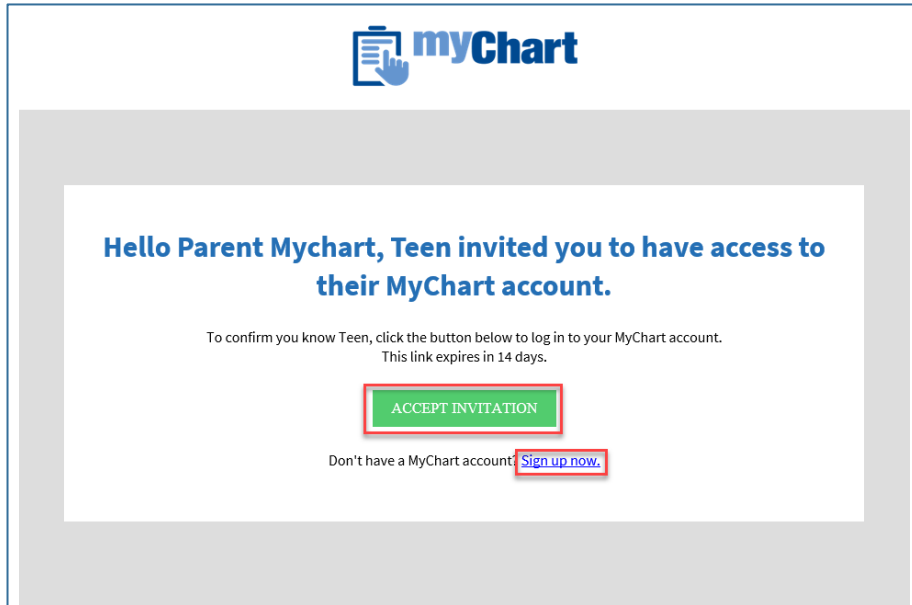
Friends and Family Access page

6. The Invite page displays. Complete all fields, and then click **Send Invite**.



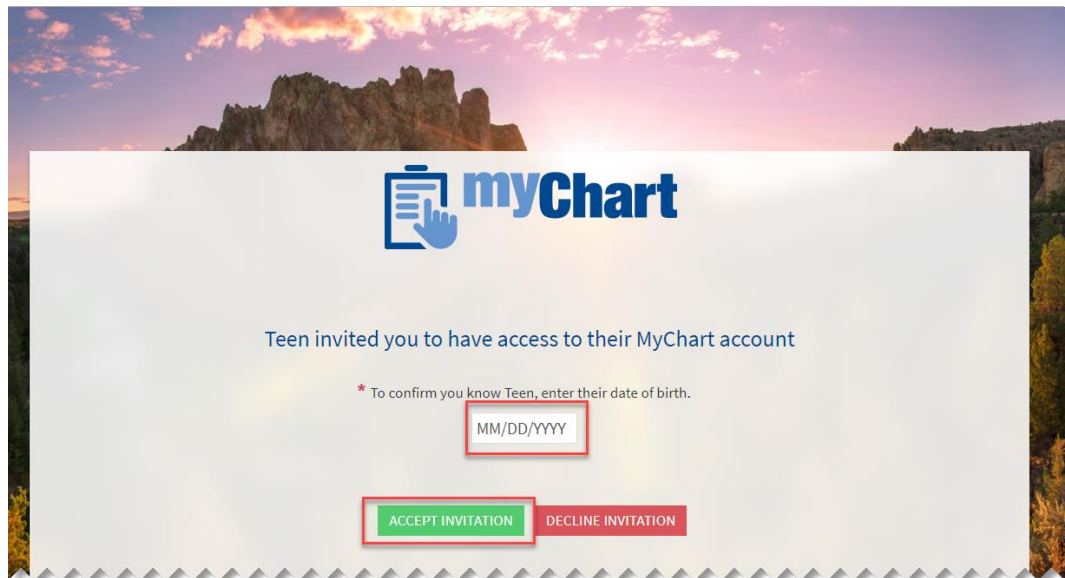
Invite page

- An invitation email is sent. If the invitee has a MyChart account, they click **Accept Invitation**. If not, they click **Sign up now** to activate.



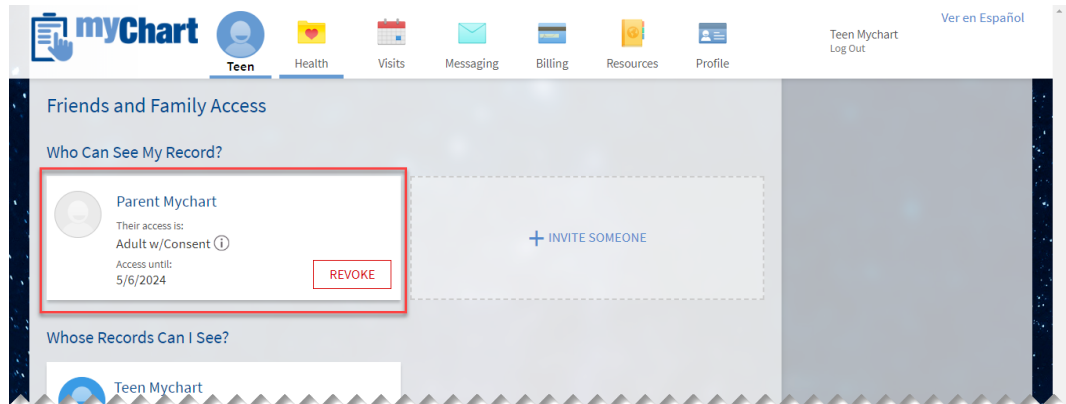
Invitee email

- The invitee is prompted to log into their MyChart account. An invitation message displays. The invitee must enter the minor's date of birth, and click **Accept Invitation**.



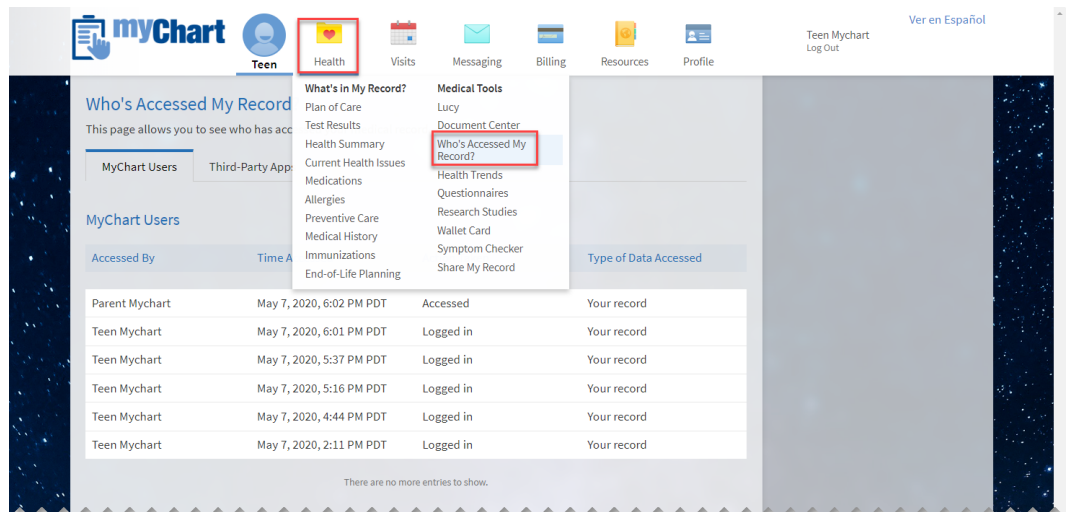
Invitation message

- You, the minor, will receive an email (if St. Charles has your email address on file) confirming that another person has access to your MyChart Account. Returning to the Health > Share My Record > Friends and Family page, you can see that a proxy can now see your record. You can revoke access at any time by clicking **Revoke**.



Friends and Family Access page

- To see who has accessed your MyChart account, go to **Health > Who's Accessed My Records**. A list of people that have accessed your MyChart account displays.



Who's Accessed My Record page