

## Activating your MyChart account is easy. Follow these simple steps.

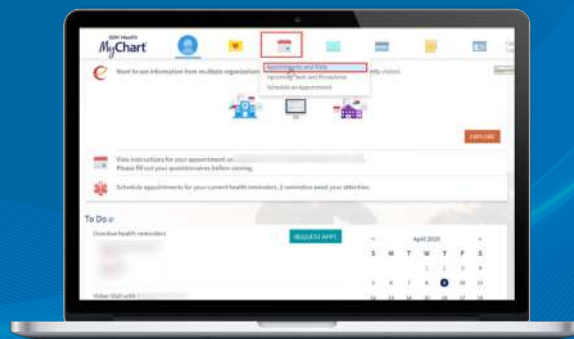
1. On your web browser visit [mychart.ssmhc.com](http://mychart.ssmhc.com)
2. You will now see the SSM Health MyChart home page. To set up your login and password, click the "New User? Sign Up Now" button.
3. In upper right corner, click Sign-Up Online.
4. Complete all required fields under Sign-up for MyChart. Last four digits of social security number and date of birth are required fields.
5. Set up your user ID and Password:
  - Create a MyChart user ID. This will be your MyChart login ID which cannot be changed. Make sure to choose a name that is secure and easy to remember.
  - Create a MyChart password by entering it in both the Password and Retype Password fields. You can change your password at any time.
6. When new information, such as results or a message, is available in your MyChart account, you will receive an e-mail notification at the e-mail address entered on this page.
  - Select the Yes button under Enable E-Mail Notification
  - Enter your e-mail address in both fields
  - Click Sign In



Some of the  
patient features  
of MyChart include

- ✓ Review Your Health Summary
- ✓ Send a Message to Your Provider's Office
- ✓ Schedule an Appointment
- ✓ Reviewing Your Test Results
- ✓ Request Prescription Refills
- ✓ View Your Account Summary

# Using MyChart



## MyChart Video Visit Appointment

In order to participate in a video visit, you must first setup your MyChart account. Please be sure your Pop-Up Blocker is disabled. Once your account is setup, follow these steps to access your video visits.

1. Using your computer, click on the “Visits” (calendar) icon at the top of your screen and select the drop-down “Appointments and Visits.”
2. Click on “Details” review the information listed in the “Upcoming Visits” section and join the video visit.
3. The “Visit Instructions” section details how to attend the appointment. Prior to the appointment, one of our staff will call to check you in and begin the video visit. Please be available for that call 5 minutes before your appointment time. Up to 30 minutes prior to your appointment, you may start the Video portion of the visit by clicking the “Begin Video Visit” button. Once you click the “Begin Video Visit” button, the system will automatically start Zoom.
4. You will see a pop up alerting you to “Please wait for the host to start this meeting” until the provider starts the visit.
5. Once the provider starts the video you will receive a pop up and need to click on “Join with Video.”
6. You will then be able to see the provider on your screen. Click the “Join with Computer Audio” button to talk with and hear the provider.
7. When the visit is over and the visit work has been completed and “signed” by the provider, you will be able to view the After Visit Summary documentation within your MyChart account. Click on the “Visits” (calendar) icon at the top of your screen and select the drop-down “Appointments and Visits,” Go to “Past Visits” and select “View After Visit Summary” under the appropriate visit.

