**MyChart** serves as a secure patient portal, allowing individuals to conveniently manage their health information. Within **MyChart**, patients can place refill requests, view test results, schedule appointments, review after-visit summaries, pay bills, and communicate directly with their care team.

## Downloading MyChart

1. Tap the **App Store** icon.



2. Tap and enter **MyChart** in the search field.



3. Go to **MyChart**.

4. Tap **Get.**



5. Tap **Open**.
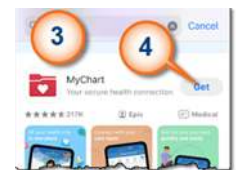


**Note: When you tap "Open" you will be directed to the MyChart screen.**
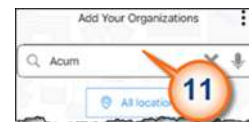
## Setting up MyChart

6. Tap both **checkboxes** to agree to the **End User License Agreement** and **Privacy Policy**.



7. Tap the **Access MyChart** button.

8. Tap either **"Turn on notifications"** to enable notifications or tap **"Skip for now"** to avoid receiving notifications.
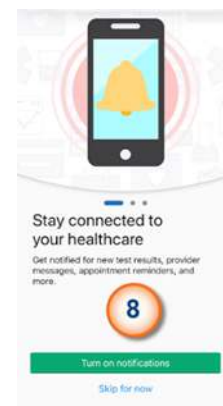
10. Tap **"Search for an organization"** to look up organizations.
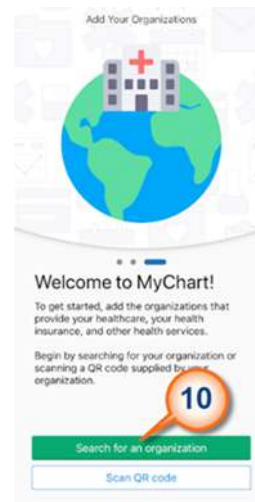
11. Type **Acumen** in the search field.

12. Tap and Select **"Acumen Physician Solutions."**

13. Tap **Add selected organizations** (1) button.

## Signing up for MyChart

14. Tap the **Sign up** button.

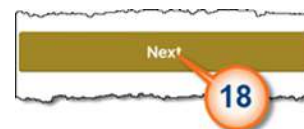15. Tap and enter the **activation code** provided to you in your After Visit Summary.

16. Tap and enter your **Date of birth**.

17. Tap and enter **Zip code**.

18. Tap the **Next** button.

**Note: When you access the "Set Up Two-Step Verification" page, you'll be presented with a choice: either enroll in two-step verification or opt out.**

19. Tap **Continue** to set up verification.

**Set Up Two-Step Verification**

Two-step verification allows us to keep your account secure even if somebody knows your password. After turning on this security feature, when you log in from a new device we will ask you for an additional verification code. This will help make sure only you have access to your account.
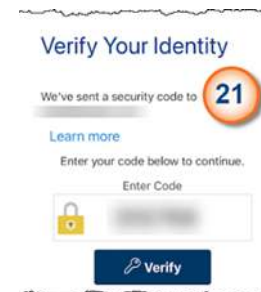
**19** Continue

Cancel and log out

Though we don't recommend it, you can turn off two-step verification by clicking the link below.

Turn off two-step verification

20. Tap **Continue** to verify your email address.

**Verify Your Identity**

Two-step verification uses the contact information we have on file to verify your identity. Before we begin, please make sure the information below is up to date.

Your email

**20**

Continue

21. Tap and enter the **code** that was emailed to you, then tap to **Verify.**

**Note: When you reach the "Choose a Username & Password" screen, you'll have the opportunity to create your login credentials by setting up your unique username and password.**

**Verify Your Identity**

We've sent a security code to **21**

Learn more

Enter your code below to continue.

Enter Code

Verify

22. Tap and enter **username**.

MyChart username **22**

Your username may consist of a-z, 0-9, and _ or @

23. Tap and enter **Password.**

24. Tap and Retype **Password**.

Password **23**

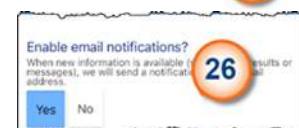Eight characters or more; case sensitive

Retype password **24**

25. Click the **Next** button.

Next **25**

26. To enable email notifications, tap **Yes**; to opt out of notifications, tap **No.**

Enable email notifications?
When new information is available (results or messages), we will send a notification address.

Yes No **26**

27. Tap and enter the **email address**.

Email address

Example: chris@company.com **27**

28. Tap and retype **email**.

29. Tap **Yes** to enable text message notifications, and tap **No** to disable notifications.

30. Tap **Sign in**.

**Note: A welcome message will be displayed.**

## Logging into MyChart

31. Type your **email** for Username.

32. Type **password.**

33. Tap **Login.**

34. Tap and watch the instructional video. Alternatively, you can tap "Done" to go directly to the **MyChart homepage**.

**Congratulations! You've successfully signed up for MyChart on your iPhone device.**