Managing MyCHArt Notification Preferences

1. On your computer, navigate to MyCHArt from the CHA website in a Chrome browser.

   a. Go to challiance.org
   b. Find MyCHArt in the upper right hand corner of the screen
   c. Log into your MyCHArt account.

2. From the menu , select Communication Preferences from the Account Settings section

3. You will now see the Communication Preferences menu

Need Help?
Call Health Information Management (HIM) at (617) 381-7266 from 8:00 AM - 4:30 PM ET Monday - Friday
Email us at mycharthelp@challiance.org
Use our online form: https://www.challiance.org/help-center/mychart-contact-us-form
If an icon turns blue, it indicates that you have **opted in** to that communication preference.

If an icon is white, it indicates you have **opted out**

You can click on each icon to opt in or out.

5. Click on the Expand button ✚ to manage additional communication preferences

6. When finished, click **SAVE CHANGES**

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