Managing MyCHArt Notification Preferences

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

   *Chrome browser preferred. Mozilla Firefox, Microsoft Edge, and Apple Safari compatible.

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

2. From the top menu, select Profile then Communications

3. You will now see the Communication Preferences menu

   Communication Preferences
   Choose how you would like to receive MyCHArt notifications.
   - Appointments
   - Messages
   - Health
   - Billing
   - Questionnaires
   - Account Management

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
4 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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