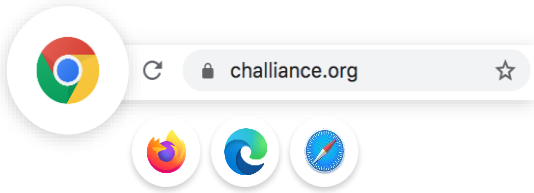




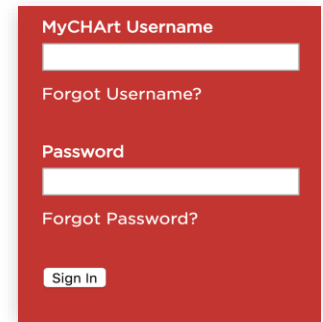
Patient User Guide

Managing MyCHART Notification Preferences

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

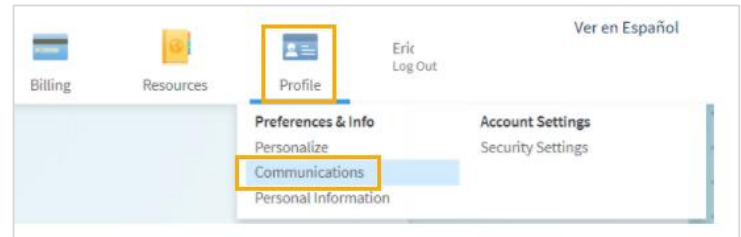


*Chrome browser preferred. Mozilla Firefox, Microsoft Edge, and Apple Safari compatible.

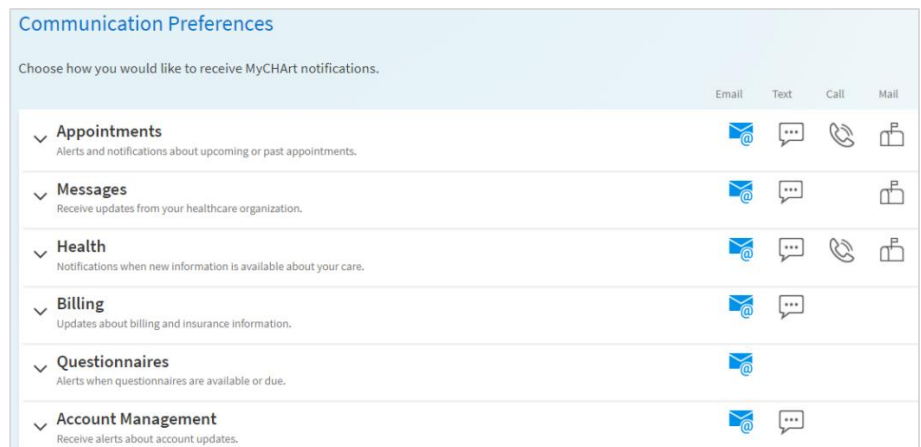


- a** Go to challiance.org
- b** Find **MyCHART** in the upper left hand corner of the screen
- c** Log into your **MyCHART** account.

2 From the top menu, select **Profile** then **Communications**



3 You will now see the **Communication Preferences** menu



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>

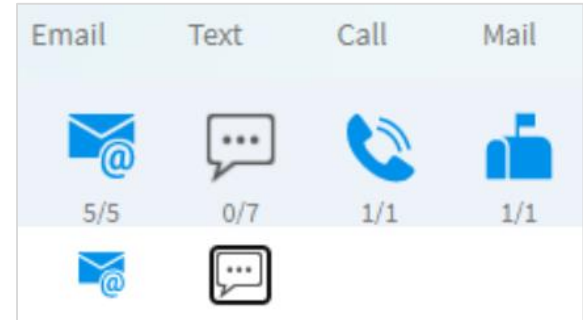


Patient User Guide

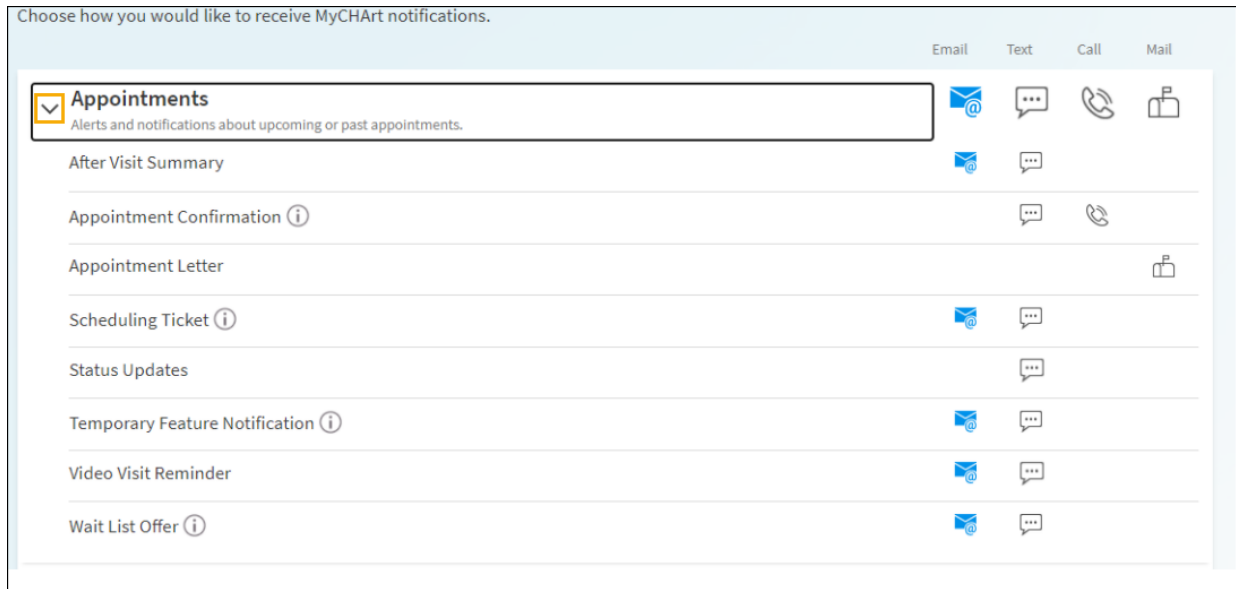
4 If an icon turns blue, it indicates that you have **opted in** to that communication preference.

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 

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