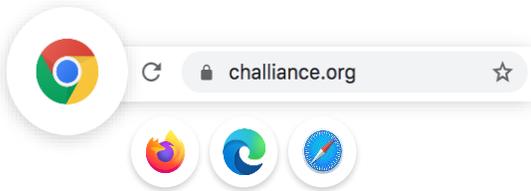




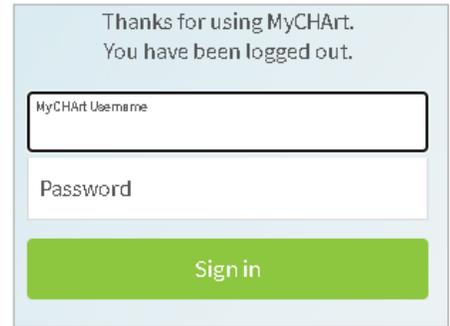
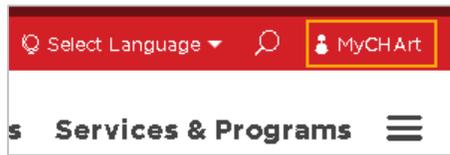
# Patient User Guide

## Viewing and Managing Your MyCHART Proxy access

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

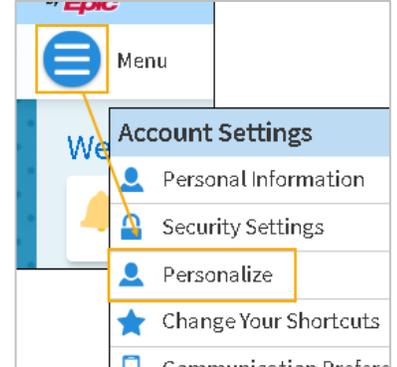


\*Chrome browser preferred. Mozilla Firefox, Microsoft Edge, and Apple Safari compatible.

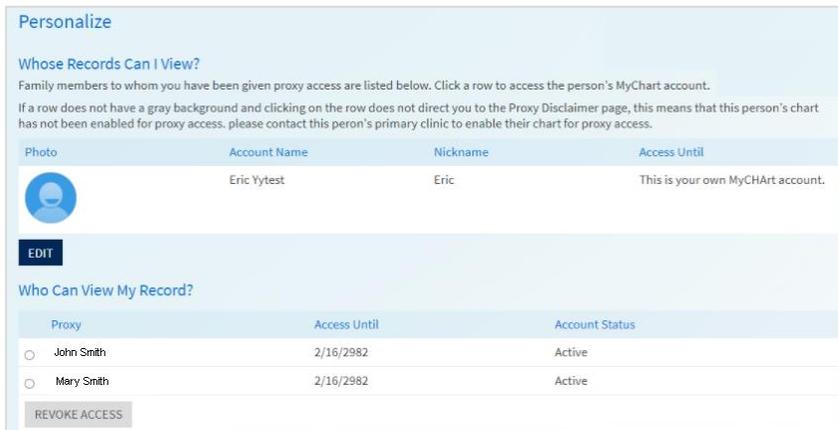


- a** Go to [challiance.org](https://challiance.org)
- b** Find **MyCHART** in the upper right hand corner of the screen
- c** Log into your **MyCHART** account.

**2** From the menu , select **Personalize** from the **Account Settings** section



**3** You will now see the **Personalize** 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](mailto:mycharthelp@challiance.org)

Use our online form: <https://www.challiance.org/help-center/mychart-contact-us-form>



# Patient User Guide

## To Revoke Proxy Access.

**a** Select the circle next to the person who you wish to no longer access your MyCHART information.

Then select **REVOKE ACCESS**

Who Can View My Record?

Proxy	Access Until
<input checked="" type="radio"/> John Smith	2/16/2982
<input type="radio"/> Mary Smith	2/16/2982

**REVOKE ACCESS**

**b** Confirm that you are revoking the correct individual by selecting **YES**

Revoke Proxy Access

Are you sure that you want to revoke the access of John Smith?

**Note:** Once you revoke this proxy access, you will have to contact your clinic to re-enable this proxy access.

Are you sure that you want to revoke the access of John Smith?

**YES** **NO**

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