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  
   **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 **Personalize**

3. You will now see the **Personalize** menu

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**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
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**

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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