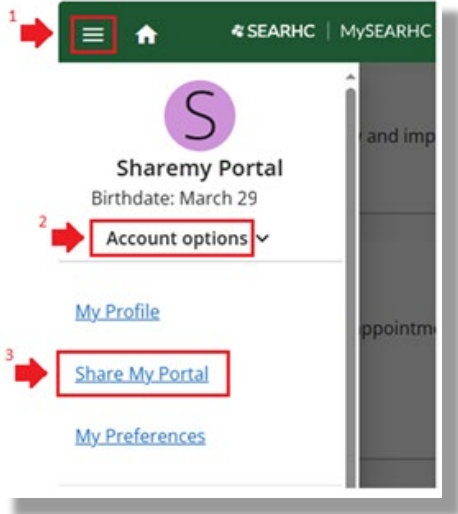
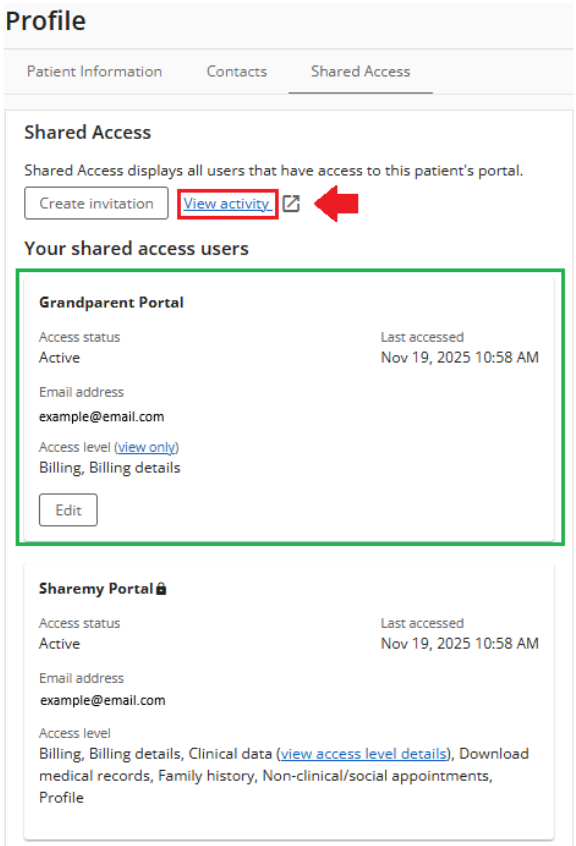


MySEARHC Quick Reference Guide

Managing Shared Access

Shared access allows patients the ability to view and manage those who currently have proxy access to their information.

1	Shared Access • Select the three-line menu icon • Select Account options • Select Share My Portal NOTE: Shared access is automatically setup during MySEARHC Self-Enrollment and for patients, 18 and older, when the linked patient is the Self relationship (e.g., Same as Patient). NOTE: Shared access can also be accessed through <i>My Profile</i>.	
2	Viewing Shared Access View shared access user information such as: • Username and email • Status • Last accessed date • Access level • Access permissions NOTE: To view proxy user activity, select View activity. Access Levels: • <i>View Only</i> access does not allow for editing patient information. • <i>Standard</i> access allows viewing and editing patient information. Note: <i>View Only</i> for the <i>Billing</i> permission, allows proxy user access to make a payment for the patient. NOTE: The lock icon  next to the username indicates that user is a proxy controller and access cannot be edited.	

3

Editing Shared Access:

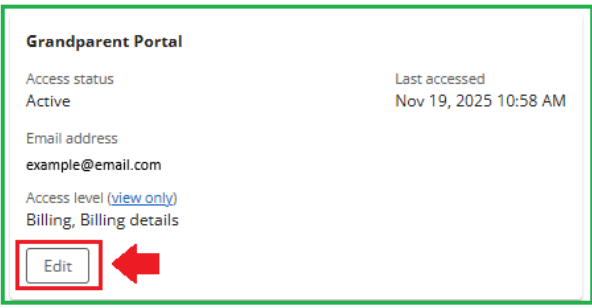
From the shared access users list:

- Select **Edit** for that user
- To change access levels, select the **radio button** for a different access level
- To change access permissions, select/unselect the **checkboxes** to add/remove permissions (e.g., Clinical data)
- Select **Submit**

Note: When clinical data is selected, non-clinical/social appointments permission is included.

NOTE: Select **Cancel** to cancel editing and return to the Shared Access page. Any changes you have made will not be saved.

Your shared access users



Grandparent Portal

Access status: Active Last accessed: Nov 19, 2025 10:58 AM

Email address: example@email.com

Access level (view only): [view only](#)

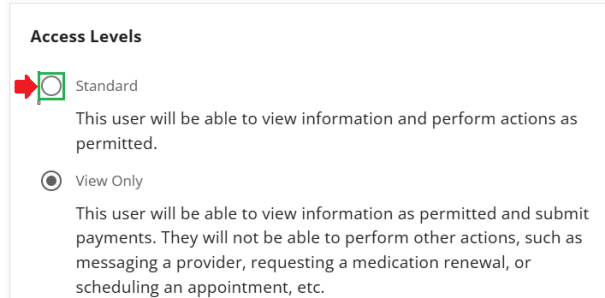
Billing, Billing details

Edit

Example: Change from View Only to Standard Access

Edit access level for Grandparent Portal

Select the areas of your patient portal that you would like Grandparent Portal to be able to access.

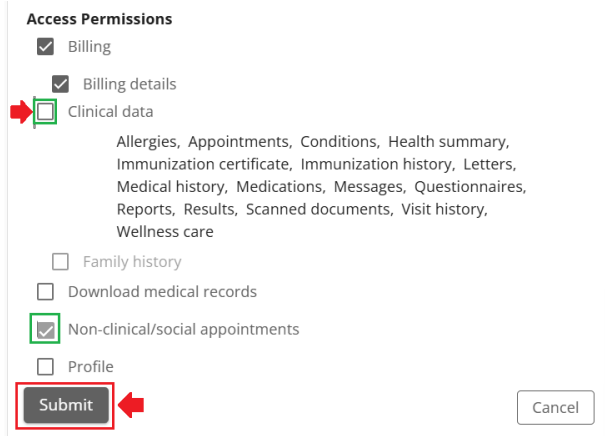


Access Levels

☒ **Standard**
This user will be able to view information and perform actions as permitted.

☐ **View Only**
This user will be able to view information as permitted and submit payments. They will not be able to perform other actions, such as messaging a provider, requesting a medication renewal, or scheduling an appointment, etc.

Example: Adding Clinical data permission



Access Permissions

☒ Billing

☒ Billing details

☒ **Clinical data**
Allergies, Appointments, Conditions, Health summary, Immunization certificate, Immunization history, Letters, Medical history, Medications, Messages, Questionnaires, Reports, Results, Scanned documents, Visit history, Wellness care

☐ Family history

☐ Download medical records

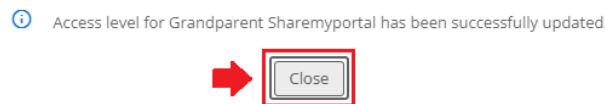
☒ Non-clinical/social appointments

☐ Profile

Submit Cancel

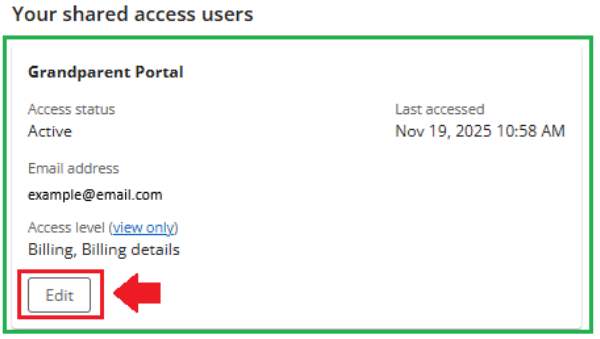
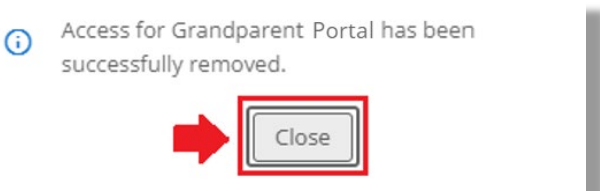
4

Confirm the new access level and permissions have been submitted and select **Close** to return to the Shared Access page



Access level for Grandparent Sharemyportal has been successfully updated.

Close

5	Removing Shared Access: From the shared access users list: • Select Edit for that user • Scroll to the Remove access for section • Select Remove shared access NOTE: You will be asked to confirm this action. • Select Remove to confirm revoking access for this user.	 Your shared access users Grandparent Portal Access status: Active Last accessed: Nov 19, 2025 10:58 AM Email address: example@email.com Access level (view only): Billing, Billing details Edit Remove access for Grandparent Portal Select this option if you would like to remove Grandparent Portal from being able to access your portal. Remove shared access Remove shared access for Grandparent Portal? Remove Cancel
6	• Select Close to return to the Shared Access page and confirm access was successfully removed	 Access for Grandparent Portal has been successfully removed. Close
Looking for further help? Contact the Patient Support Center at 907.463.0400		