

MySEARHC Quick Reference Guide

Completing Self-Enrollment (Do-It-Yourself)

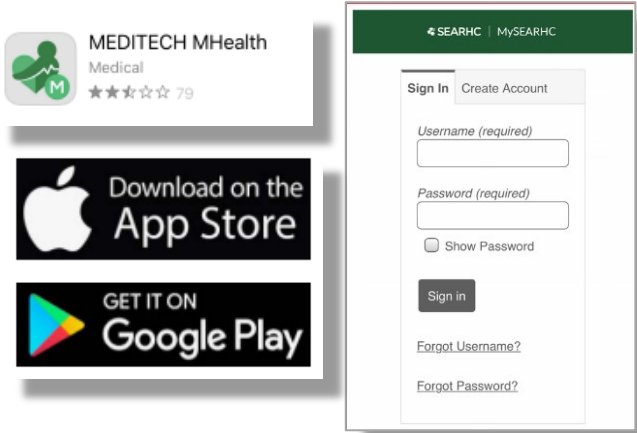
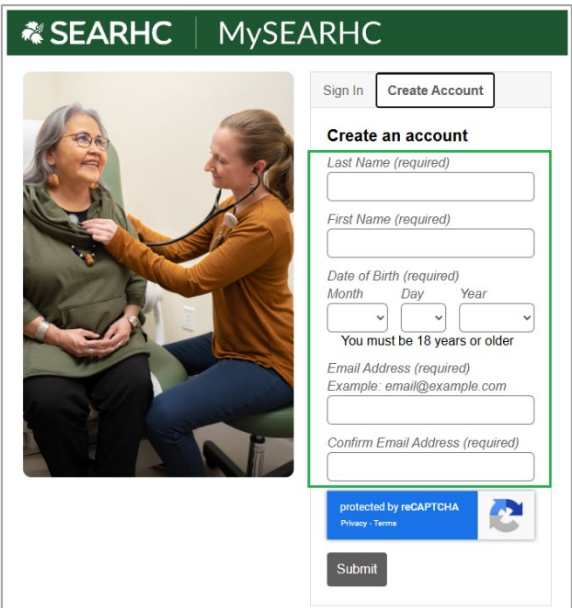
You can access MySEARHC self-enrollment from your desktop, tablet or smart phone. We recommend using the MEDITECH MHealth App from a tablet or smart phone so we can better SEARHC-assist you.

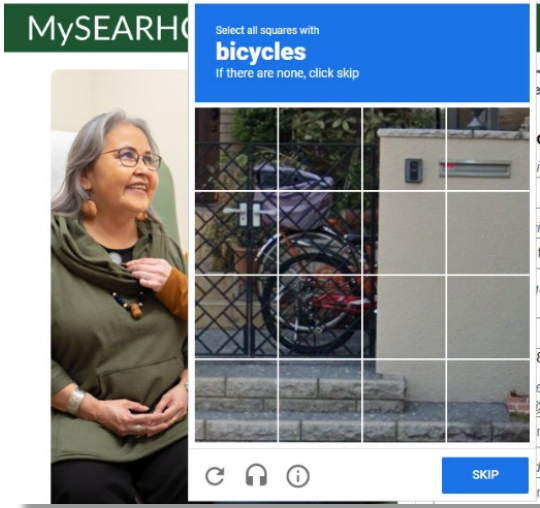
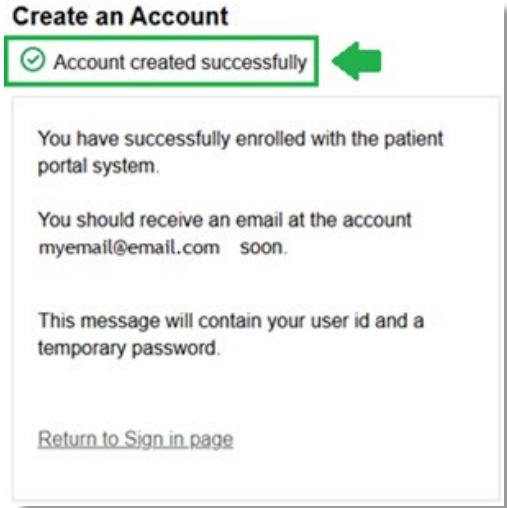
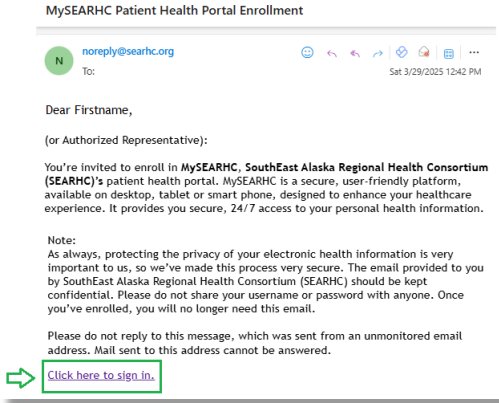
In order to utilize self-enrollment, please review the following guidelines:

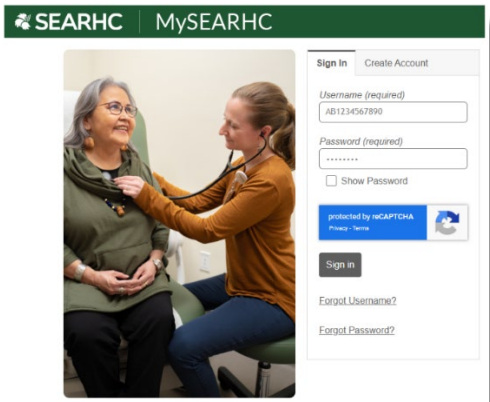
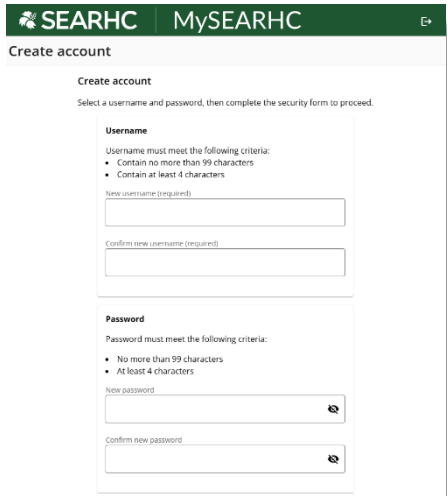
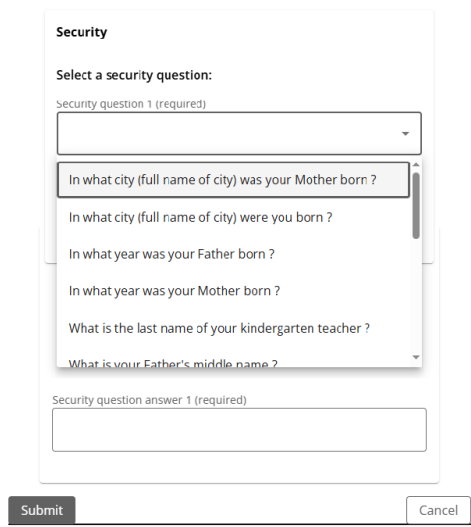
- You must have access to a desktop, tablet or smart phone.
- You must have access to Wi-Fi or a data plan.
- The MySEARHC health portal is optimized when using the app.

Accessing MySEARHC

If you wish to **enroll in MySEARHC** or require **Sign in** assistance, please contact the **Patient Support Center** at **907.463.0400**.

1	Download the MEDITECH MHealth app and select MySEARHC. Learn how. Alternatively, from a desktop browser, visit MySEARHC.org.	 The first screenshot shows the MEDITECH MHealth Medical app icon with a 79-star rating. Below it are buttons to 'Download on the App Store' and 'GET IT ON Google Play'. The second screenshot shows the MySEARHC sign-in page with fields for Username (required), Password (required), and a 'Show Password' checkbox. There are also links for 'Forgot Username?' and 'Forgot Password?'.
2	Select the Create Account tab. Please have the following information ready: • First and Last Name • Date of Birth • Email Address Complete the required fields and select Submit Please note: • Your information provided must match your Electronic Health Record information or you will receive an enrollment failure message. • For minors and proxy users, please contact the Patient Support Center at 907.463.0400 for further assistance.	 The screenshot shows the 'Create an account' page. It includes a photo of a healthcare provider examining a patient. The form fields are: Last Name (required), First Name (required), Date of Birth (required) with Month, Day, and Year dropdowns, Email Address (required) with an example 'email@example.com', and Confirm Email Address (required). There is a 'protected by reCAPTCHA' notice and a 'Submit' button at the bottom.

3	Simply follow the on-screen instructions to solve the puzzle and then carry on with your task (if prompted). NOTE: If the challenge question (example at right) is not working or too hard, please select the  (reload) icon to receive another challenge. Alternatively, select the  (headphones) icon to be presented with an audio challenge.	
4	Confirm Account created successfully instructions. For any enrollment issues, please contact the Patient Support Center at 907.463.0400 for further assistance.	
5	Open the MySEARHC email invitation. Select the Click here to sign in link in the enrollment email.	

6	The temporary Username and Password will autofill in. Select Sign in.	
7	Create account Enter a Username and Password that you will remember that meets the criteria indicated.	
8	Select a Security question Pick one from the list then enter a Security question answer then select Submit.	

9	User Agreement Review the User Agreement to be informed of the rights and responsibilities and terms for using this MySEARHC health portal. Select Accept to complete enrollment into MySEARHC. You will be directed to your Home Dashboard. Welcome to MySEARHC! Enjoy healthcare at your fingertips.	
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Looking for further help?
 Contact the Patient Support Center at 907.463.0400