

MySEARHC Quick Reference Guide

Completing Self-Enrollment (Do-It-Yourself)

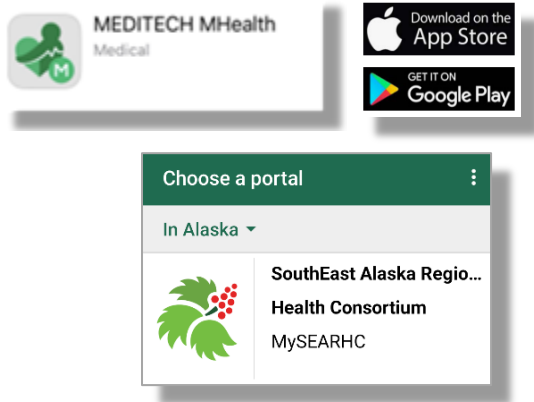
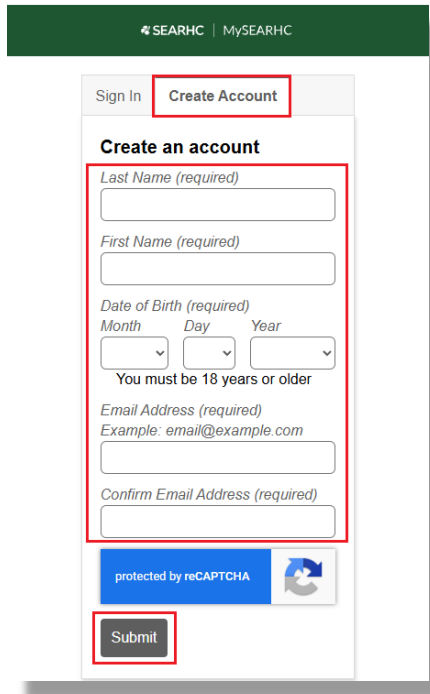
You can access MySEARHC self-enrollment from your desktop, tablet or smart phone. We recommend using the MEDITECH MHealth App from a tablet or smart phone so we can better SEARHC-assist you.

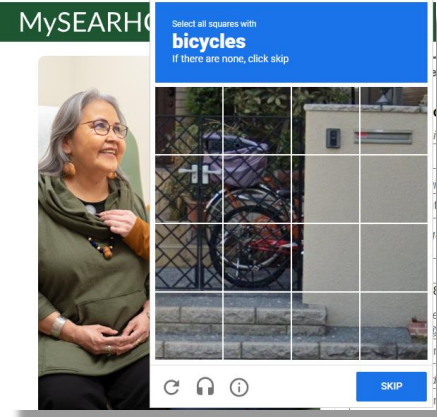
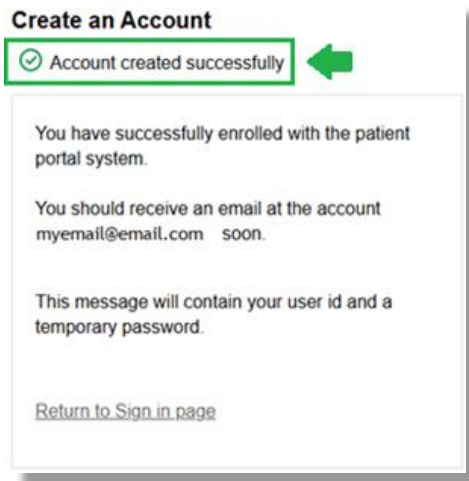
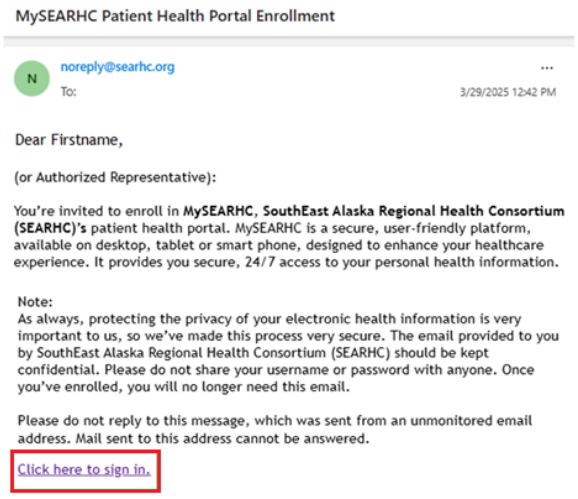
In order to utilize self-enrollment, please review the following guidelines:

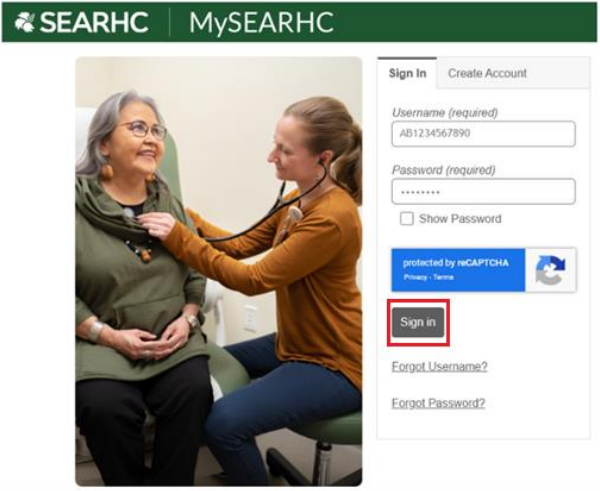
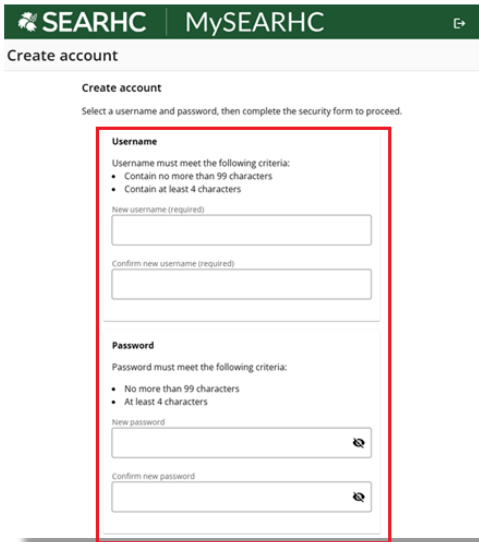
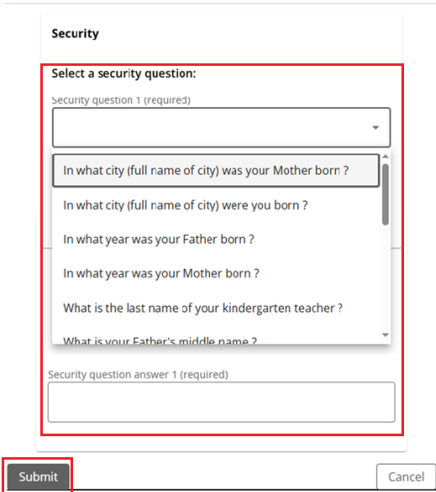
- You must have access to an internet connected device.
- An email address is required, and the same email cannot be used on more than one account.
- MySEARHC is optimized when using the MHealth app.

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 and download instructions for the App Store and Google Play. The second screenshot shows the 'Choose a portal' dropdown menu with 'In Alaska' selected, displaying the 'SouthEast Alaska Regional Health Consortium MySEARHC' option.
2	Create Account • Select Create Account • Enter the required fields • 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' form with fields for Last Name, First Name, Date of Birth (Month, Day, Year), Email Address, and Confirm Email Address. A red box highlights these required fields. Below the form is a 'protected by reCAPTCHA' section and a 'Submit' button, also highlighted with a red box.

3	reCAPTCHA Puzzle (if prompted) Follow the on-screen instructions to solve the puzzle and then carry on with your task. NOTE: If the challenge question (example at right) is not working or too hard, please select the  (reload) icon to receive another challenge. Alternately, 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. NOTE: Select the link within seven(7) days to complete MySEARHC enrollment.	

6	The temporary Username and Password will autofill in. Select Sign in	
7	Create account (username/password) Enter a Username and Password that you will remember that meets the criteria indicated	
8	Set Your Security Question & Answer - Select a Security question from the list of available questions - Enter your Security question answer - Select the Submit NOTE: Password resets require you to enter your security question answer.	

9	User Agreement - Review the User Agreement for using this digital tool - Select Accept to complete enrollment into MySEARHC NOTE: You will be directed to the MySEARHC Dashboard after successfully completing enrollment. Welcome to MySEARHC! Enjoy healthcare at your fingertips.	
Looking for further help? Contact the Patient Support Center at 907.463.0400		