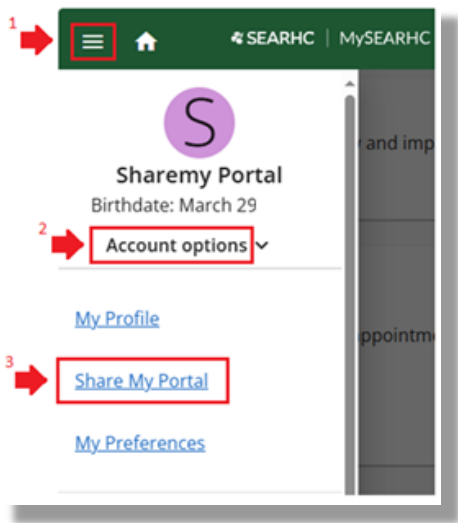

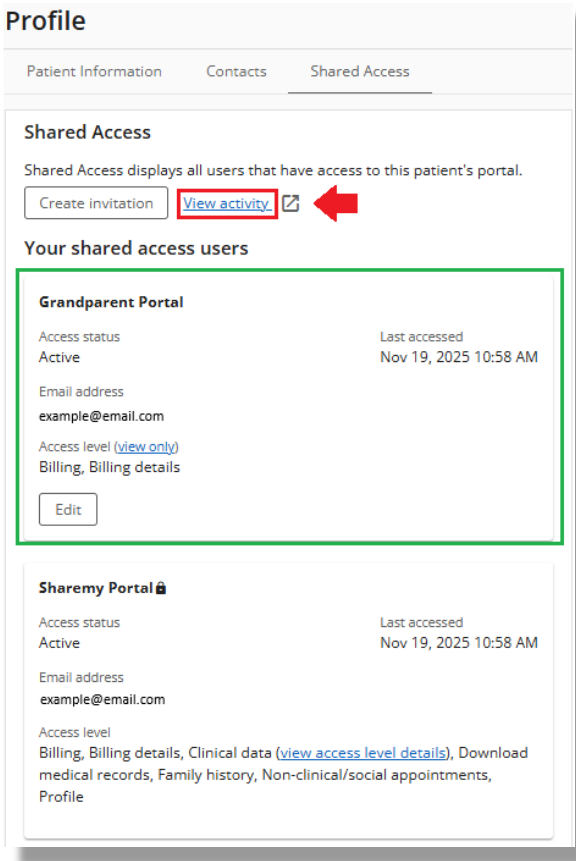


MySEARHC Quick Reference Guide

Managing Shared Access

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

<div>1</div>	<p>Shared Access</p> <ul style="list-style-type: none"> • Select the three-line menu icon • Select Account options • Select Share My Portal <p>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).</p> <p>NOTE: Shared access can also be accessed through <i>My Profile</i>.</p>	
<div>2</div>	<p>Viewing Shared Access</p> <p>View shared access user information such as:</p> <ul style="list-style-type: none"> • Username and email • Status • Last accessed date • Access level • Access permissions <p>NOTE: To view proxy user activity, select View activity.</p> <p>Access Levels:</p> <ul style="list-style-type: none"> • <i>View Only</i> access does not allow for editing patient information. • <i>Standard</i> access allows both viewing and editing. <p>Note: <i>View Only</i> for the <i>Billing</i> permission, allows proxy user access to make a payment for the patient.</p> <p>NOTE: The lock icon  next to the username indicates that user is a proxy controller and access cannot be edited.</p>	

<div>3</div>	<div><div>Editing Shared Access:</div><div>From the shared access users list:</div><div><div><div>Select Edit for that user</div><div>To change access levels, select the radio button for the new access level</div><div>Select one or more checkboxes to add additional permissions (e.g., Clinical data)</div></div></div><div><div>NOTE: Deselect one or more existing checked boxes to remove access to those features</div><div><div>Select Submit</div><div>NOTE: Select Cancel to cancel editing and return to the Shared Access page. Any changes you have made will not be saved.</div><div>Note: When clinical data is selected, non-clinical/social appointments are linked to that permission and automatically selected.</div></div></div></div>	<div><div><div>Your shared access users</div><div><div><div>Grandparent Portal</div><div><div>Access status</div><div>Active</div></div><div><div>Last accessed</div><div>Nov 19, 2025 10:58 AM</div></div><div><div>Email address</div><div>example@email.com</div></div><div><div>Access level (view only)</div><div>Billing, Billing details</div></div><div><div>Edit</div></div></div></div></div></div> <div><div>Example: Change to Standard Access and add Clinical data</div><div><div><div>Edit access level for Grandparent Portal</div><div>Select the areas of your patient portal that you would like Grandparent Portal to be able to access.</div><div><div><div>Access Levels</div><div><div><div><div><input checked="" type="radio"/></div>Standard</div><div>This user will be able to view information and perform actions as permitted.</div></div><div><div><input type="radio"/></div>View Only</div><div>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.</div></div></div><div><div><div>Access Permissions</div><div><div><input checked="" type="checkbox"/>Billing</div><div><input checked="" type="checkbox"/>Billing details</div><div><div><input checked="" type="checkbox"/>Clinical data</div><div>Allergies, Appointments, Conditions, Health summary, Immunization certificate, Immunization history, Letters, Medical history, Medications, Messages, Questionnaires, Reports, Results, Scanned documents, Visit history, Wellness care</div></div><div><input type="checkbox"/>Family history</div><div><input type="checkbox"/>Download medical records</div><div><input checked="" type="checkbox"/>Non-clinical/social appointments</div><div><input type="checkbox"/>Profile</div><div><div>Submit</div><div>Cancel</div></div></div></div></div></div></div></div></div>
<div>4</div>	<div><div>Confirm the new access level and permissions have been submitted and select Close to return to the Shared Access page.</div></div>	<div><div><div><div>Access level for Grandparent Sharemyportal has been successfully updated.</div><div><div>Close</div></div></div></div></div>
<div>5</div>	<div><div>Removing Shared Access:</div><div>From the shared access users list:</div><div><div><div>Select Edit for that user</div></div></div></div>	

	<ul style="list-style-type: none"> • Scroll to the <i>Remove access for</i> section • Select Remove shared access <p>NOTE: You will be asked to confirm this action. Select Remove to confirm revoking access for this user.</p>	<p>Your shared access users</p> <div data-bbox="813 210 1398 506"> <p>Grandparent Portal</p> <p>Access status: Active Last accessed: Nov 19, 2025 10:58 AM</p> <p>Email address: example@email.com</p> <p>Access level: view only</p> <p>Billing, Billing details</p> <p>Edit</p> </div> <div data-bbox="813 548 1398 737"> <p>Remove access for Grandparent Portal</p> <p>Select this option if you would like to remove Grandparent Portal from being able to access your portal.</p> <p>Remove shared access</p> </div> <div data-bbox="813 768 1398 936"> <p>Remove shared access for Grandparent Portal?</p> <p>Remove Cancel</p> </div>
<div data-bbox="131 1010 207 1094">6</div>	<p>Confirm access was successfully removed and select Close to return to the Shared Access page.</p>	<div data-bbox="813 1020 1398 1209"> <p>Access for Grandparent Portal has been successfully removed.</p> <p>Close</p> </div>
<p>Looking for further help? Contact the Patient Support Center at 907.463.0400</p>		