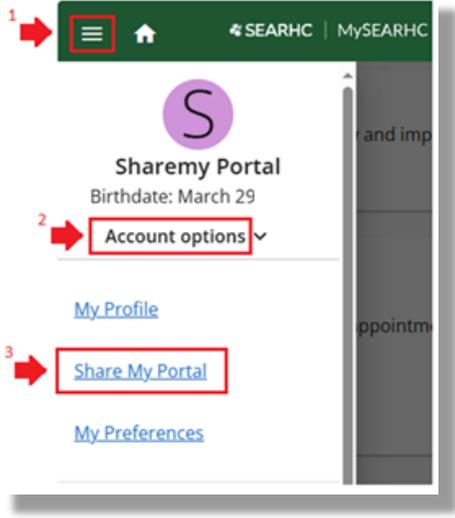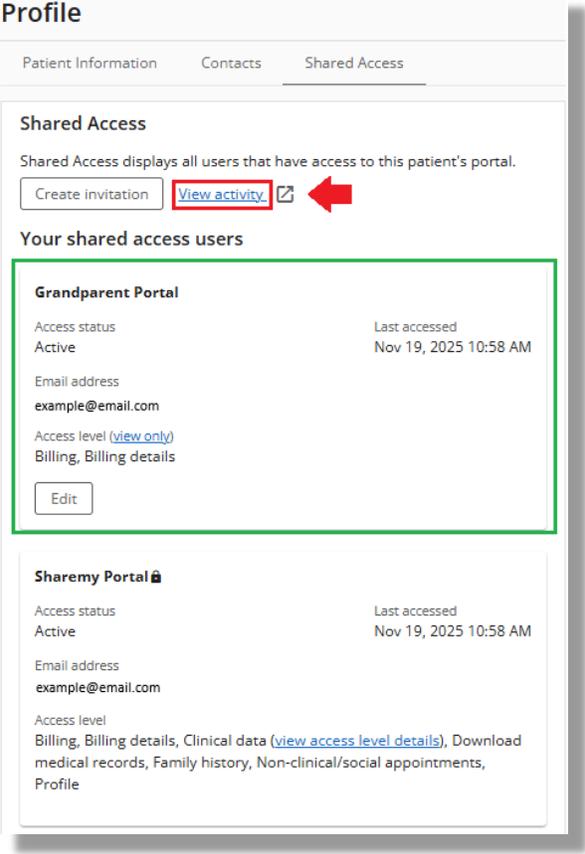![SEARHC - SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM]

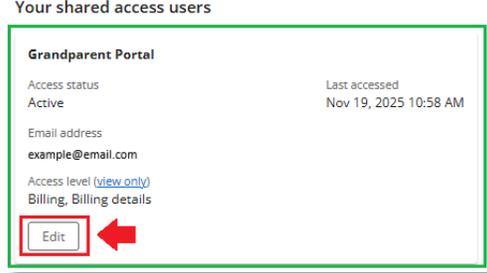# MySEARHC Quick Reference Guide
Managing Shared Access

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 *My Profile*.	
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**: • *View Only* access does not allow for editing patient information. • *Standard* access allows both viewing and editing. Note: *View Only* for the *Billing* 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 the new access level
- Select one or more **checkboxes** to add additional permissions (e.g., Clinical data)

NOTE: Deselect one or more existing checked boxes to remove access to those features

- Select **Submit**

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

Note: When clinical data is selected, non-clinical/social appointments are linked to that permission and automatically selected.

Your shared access users

Grandparent Portal

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

Email address
example@email.com

Access level (view only)
Billing, Billing details

Edit ←

Example: Change to Standard Access and add Clinical data

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.

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

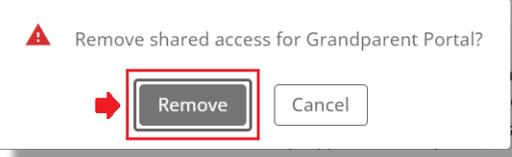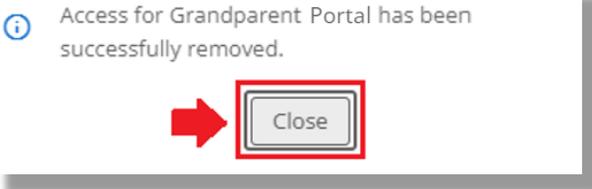|		
	• **Scroll** to the *Remove access for* section • Select **Remove shared access** NOTE: You will be asked to confirm this action. Select **Remove** to confirm revoking access for this user.	**Your shared access users** **Grandparent Portal** Access status: Active Last accessed: Nov 19, 2025 10:58 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	Confirm access was successfully removed and select **Close** to return to the **Shared Access** page.	ⓘ Access for Grandparent Portal has been successfully removed. [Close]
	Looking for further help? Contact the Patient Support Center at 907.463.0400	