

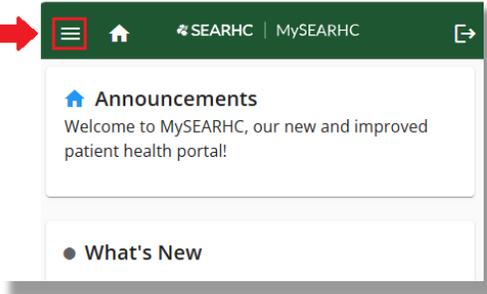
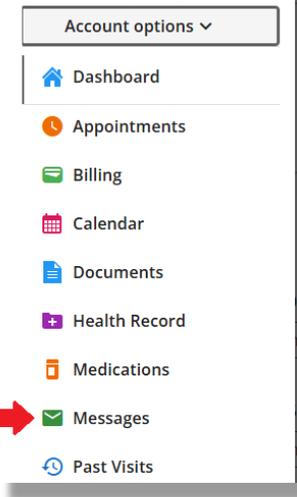
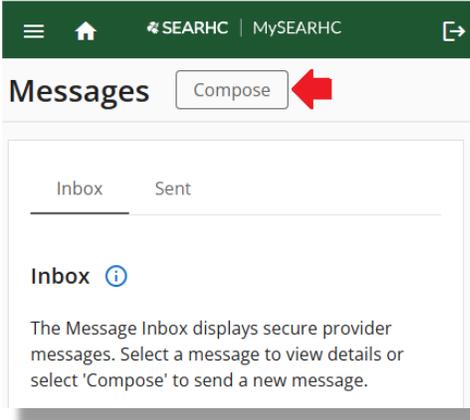
MySEARHC Quick Reference Guide

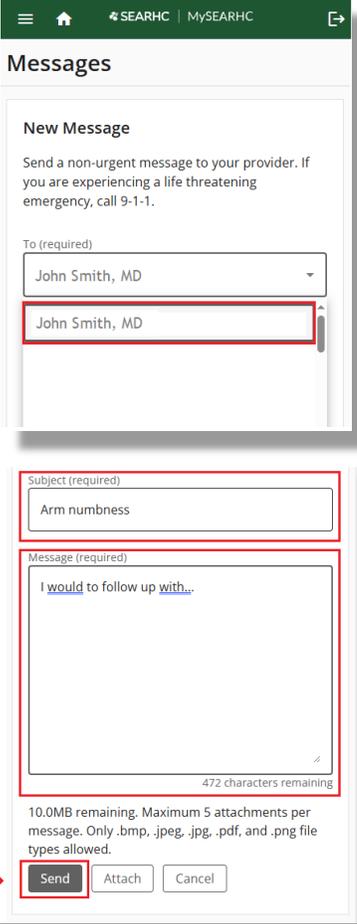
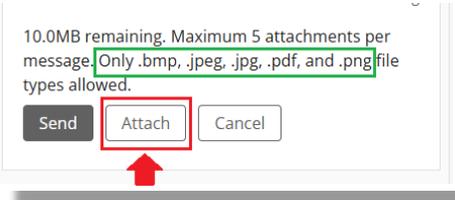
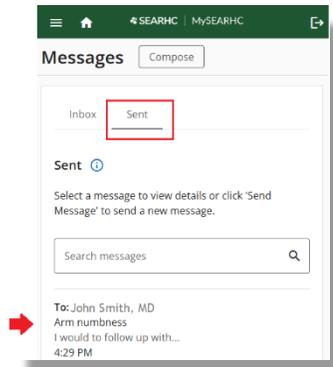
Messaging with a Provider

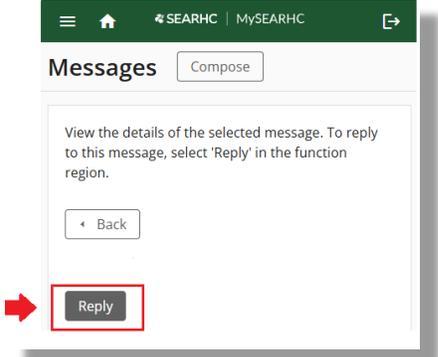
How do I send a message to my provider using MySEARHC?

Accessing MySEARHC

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

<p style="text-align: center;">1</p>	<p>On your device, select the  (menu) icon in the upper-left corner.</p>	
<p style="text-align: center;">2</p>	<p>Select Messages.</p>	
<p style="text-align: center;">3</p>	<p>Select Compose, located to the right of the word Messages.</p> <p>NOTE: The Inbox tab will be shown by default.</p>	

<p>4</p> <p>Select a Provider you wish to message.</p> <p>NOTE: You will be able to send a message to most providers/care teams with whom you have had a prior clinic visit AND with those who have enabled messages to be received.</p> <ul style="list-style-type: none"> • Enter a Subject • Enter your Message <ul style="list-style-type: none"> ○ NOTE: The message has a 500-character limit • Select Send 		
<p>5</p> <p>Attachments</p> <p>As needed, select Attach then add any related information files.</p> <p>NOTE: Only specific file types are allowed and space remaining with adding multiple attachments.</p>		
<p>6</p> <p>Confirm Sent Message</p> <p>Select the Sent tab, to the right of the Inbox tab, and confirm the message just sent is displayed below.</p>		

<p>7</p>	<p>Reply to a Message Select Reply.</p>	
<p>8</p>	<p>Enter your Message then select Send. NOTE: The message has a 500-character limit.</p>	
<p style="text-align: center;">Looking for further help? Contact the Patient Support Center at 907.463.0400</p>		