

MySEARHC Quick Reference Guide

Completing Self-Enrollment (Do-It-Yourself)

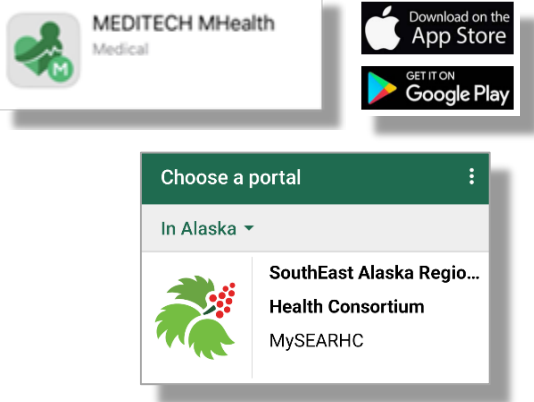
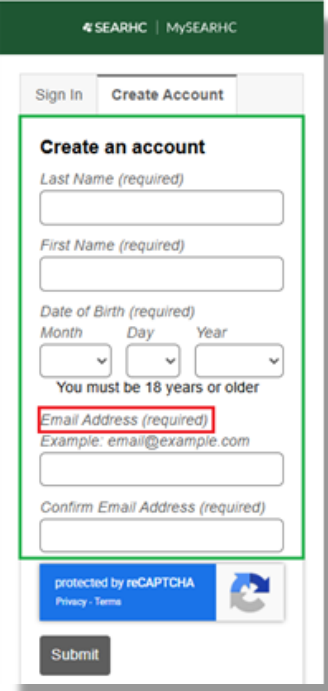
You can access MySEARHC self-enrollment from your desktop, tablet or smart phone. We recommend using the MEDITECH MHealth App from a tablet or smart phone so we can better SEARHC-assist you.



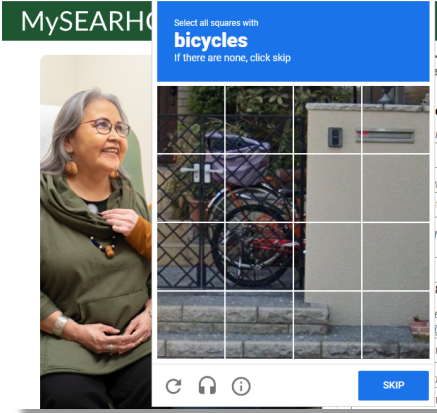
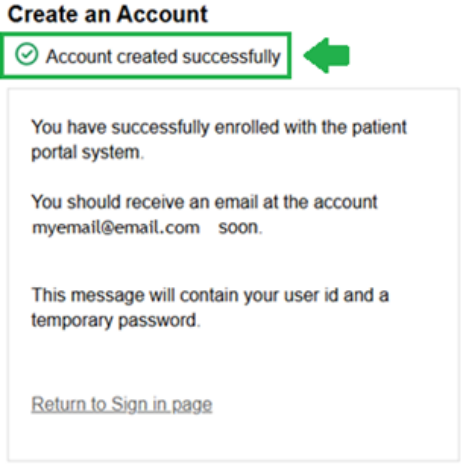
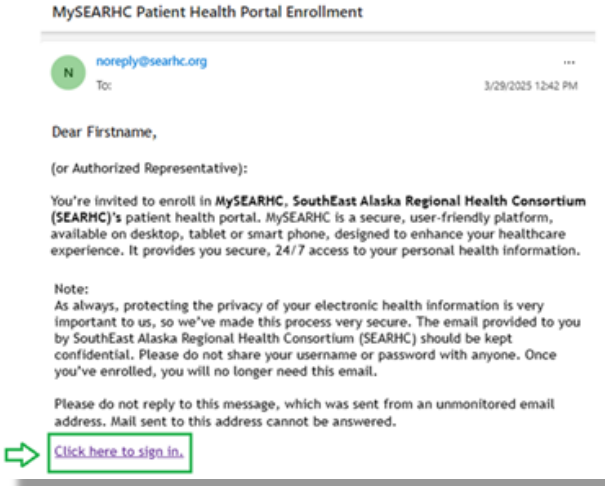
In order to utilize self-enrollment, please review the following guidelines:

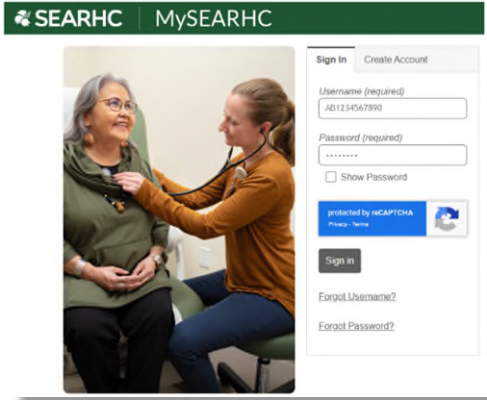
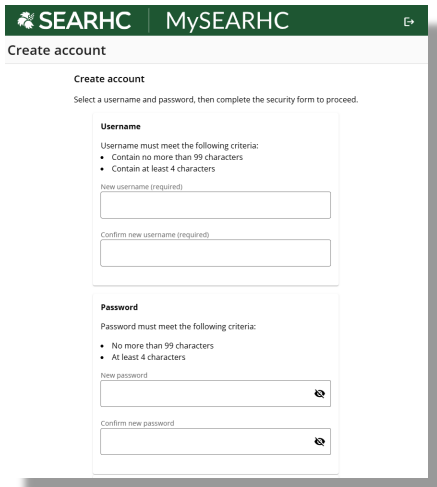
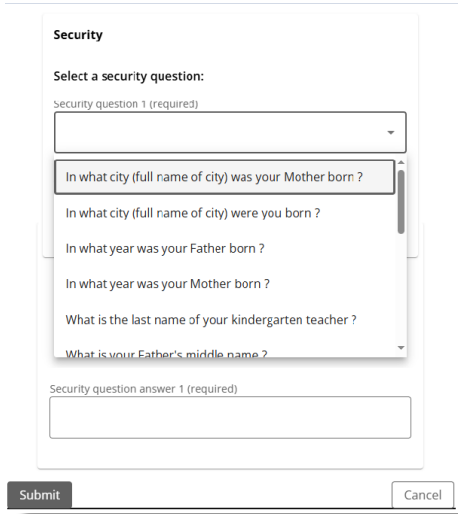
- You must have access to an internet connected device.
- An email address is required, and the same email cannot be used on more than one account.
- MySEARHC is optimized when using the MHealth app.

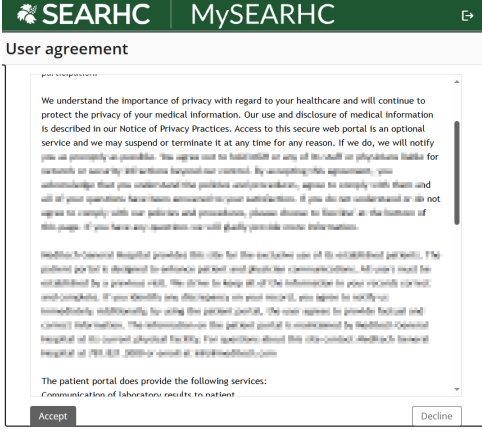
Accessing MySEARHC

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

<div style="background-color: #2e7d32; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>	<p>Download the MEDITECH MHealth app and select MySEARHC. Learn how.</p> <p>Alternatively, from a desktop browser, visit MySEARHC.org</p>	 <p>The top image shows the MEDITECH MHealth Medical app logo and download instructions for the App Store and Google Play. The bottom image shows a mobile screen titled 'Choose a portal' with a dropdown menu set to 'In Alaska'. Below the dropdown, the 'SouthEast Alaska Regional Health Consortium MySEARHC' option is selected and highlighted.</p>
<div style="background-color: #2e7d32; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>	<p>Select the Create Account tab.</p> <p>Please have the following information ready</p> <ul style="list-style-type: none"> • First and Last Name • Date of Birth • Email address <p>Complete the required fields and select Submit</p> <p>Please note:</p> <ul style="list-style-type: none"> • 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. 	 <p>The screenshot shows the 'Create an account' form on a mobile device. The 'Create Account' tab is selected. The form includes fields for '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)'. A red box highlights the 'Email Address (required)' field. At the bottom, there is a 'protected by reCAPTCHA' notice and a 'Submit' button.</p>

<p>3</p>	<p>Simply follow the on-screen instructions to solve the puzzle and then carry on with your task (if prompted).</p> <p>NOTE: If the challenge question (example at right) is not working or too hard, please select the  (reload) icon to receive another challenge.</p> <p>Alternately, select the  (headphones) icon to be presented with an audio challenge.</p>	 <p>The screenshot shows a MySEARHC interface with a puzzle challenge. The text reads: "Select all squares with bicycles. If there are none, click skip." The puzzle image shows a woman in the foreground and a bicycle in the background, overlaid with a 3x3 grid. Navigation icons for refresh, headphones, and skip are visible at the bottom.</p>
<p>4</p>	<p>Confirm Account created successfully instructions.</p> <p>For any enrollment issues, please contact the Patient Support Center at 907.463.0400 for further assistance.</p>	 <p>The screenshot shows a "Create an Account" success message. A green box highlights the text "Account created successfully" with a green arrow pointing to it. The message content includes: "You have successfully enrolled with the patient portal system. You should receive an email at the account myemail@email.com soon. This message will contain your user id and a temporary password. Return to Sign in page"</p>
<p>5</p>	<p>Open the MySEARHC email invitation. Select the Click here to sign in link in the enrollment email.</p>	 <p>The screenshot shows an email titled "MySEARHC Patient Health Portal Enrollment" from noreply@searhc.org. A green box highlights the "Click here to sign in" link at the bottom of the email with a green arrow pointing to it. The email body contains instructions for enrollment and a note about privacy.</p>

<p style="text-align: center;">6</p>	<p>The temporary Username and Password will autofill in. Select Sign in.</p>	
<p style="text-align: center;">7</p>	<p>Create account Enter a Username and Password that you will remember that meets the criteria indicated.</p>	
<p style="text-align: center;">8</p>	<p>Select a Security question Pick one from the list then enter a Security question answer then select Submit.</p> <p>NOTE: After setting this question/answer and completing enrollment, if you require a security question reset in the future, please contact the Patient Support Center at 907.463.0400 and request a full reset.</p>	

<div style="background-color: #006699; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">9</div>	<p>User Agreement</p> <p>Review the User Agreement to be informed of the rights and responsibilities and terms for using this MySEARHC health portal.</p> <p>Select Accept to complete enrollment into MySEARHC.</p> <p>You will be directed to the MySEARHC Dashboard.</p> <p>Welcome to MySEARHC! Enjoy healthcare at your fingertips.</p>	
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Looking for further help?

Contact the Patient Support Center at 907.463.0400