

Activating Your MyChart Account

STEP 1

Find Your Activation Code

- You may have received one during a recent hospital visit or doctors' appointment and the code will be on the After Visit Summary.
- If you are calling for a first-time appointment, you will receive an email with a link to click to sign up for MyChart.

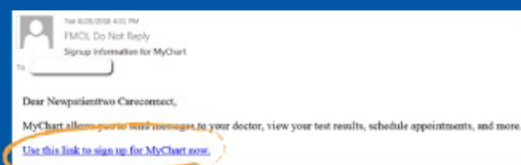
NOTE: If you do not have an activation code, select *New User sign up* and request an activation code to receive via email.

XXXXX - XXXXX - XXXXX

STEP 2

Sign In To MyChart

- Click the link to initiate the process and launch the MyChart sign up page.
- This can be done on a computer or mobile device.



STEP 3

Create a Username and Password

1. Enter your date of birth
2. Enter the last four digits of your Social Security Number
3. Select the **checkbox** to Agree to the Terms and Conditions
4. Click **Submit**

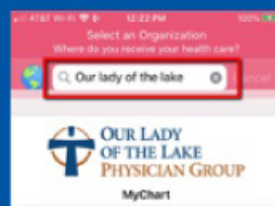
If you completed the signup on a computer, you will need to download the MyChart app on your mobile device.



STEP 4

Download the MyChart app

1. Once the app is downloaded, open the app
2. Click **Accept** to Agree to the Terms and Conditions
3. Select the organization where your care is provided within the Franciscan Missionaries of Our Lady Health System. In the search field, type in the applicable organization:
 - Our Lady of the Lake Physician Group
 - Lourdes Physician Group
 - St. Francis Medical Group
4. Select the appropriate organization
5. Once added, select the organization to access the login screen
6. Enter your newly-created username and password



For additional MyChart Support, call (225) 765-5727, toll Free (855) 435-1426 or email mychartsupport@fmolhs.org

To begin utilizing video visits, see [MyChart Video Visit Mobile tip sheet](#).

