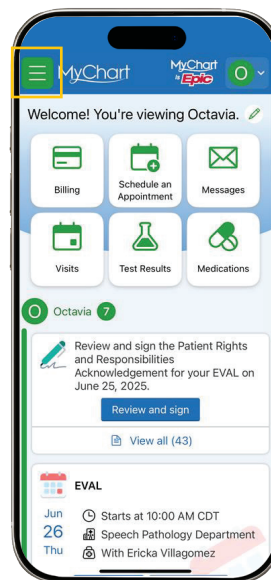
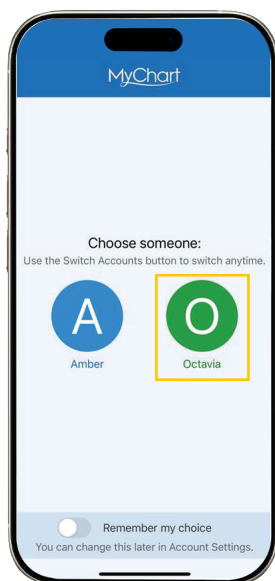




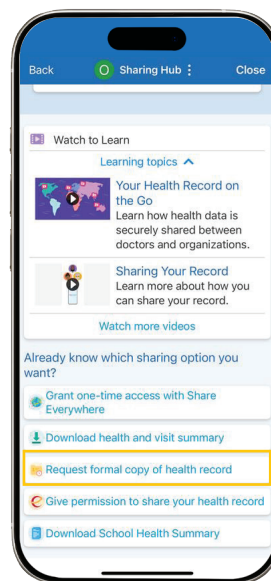
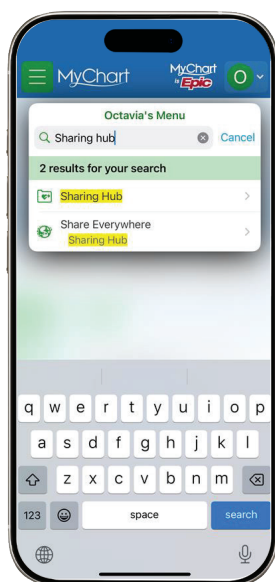
How Do I Request My Records in MyChart Mobile App?

This guide walks you through how to request your records via MyChart.

1. Log in to your MyChart account. If you are a parent, be sure you are using your child's account.
2. Navigate to **Your Menu** icon.



3. Scroll or search for Sharing Hub. Select **Sharing Hub** under Sharing menu.
4. At the bottom of the page, select **Request formal copy of health record**.



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How Do I Request My Records in MyChart Mobile App?

There are two options to request a formal copy of Health Records.

- Option 1: Send a copy to yourself.
- Option 2: Send a copy to someone else.

Option 1: Send a copy to yourself.

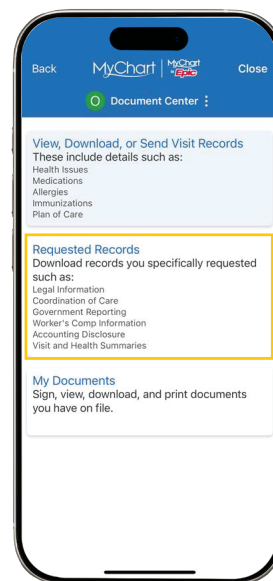
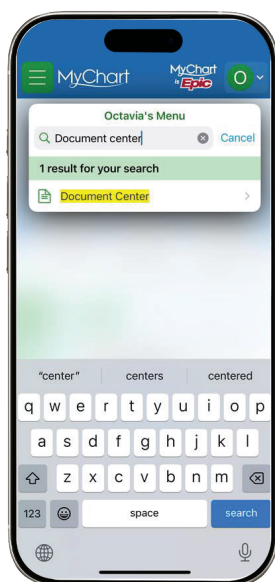
1. Complete section: **Submit a new request for a formal copy of your health record.**
 - Select **Me** and **All available dates**.
 - Select the include boxes for **What information you want included in the record**.
 - Select **Continue**.
2. Click the **I agree** check box to Consent for release of information and click **Send request**.

Option 2: Send a copy to someone else.

1. Complete section: **Submit a new request for a formal copy of your health record.**
 - Select **Someone Else**.
 - Enter information for **Where should we send this information**.
 - Select **All available dates**.
 - Select the include boxes for **What information you want included in the record**.
 - Select **Continue**.
2. Click the **I agree** check box to Consent for release of information and click **Send request**.

How to see the status of the request

1. Return to **Your Menu** and scroll or search for **Document Center**.
2. You can see the status of your request under **Requested Records**. When the request is processed, select your record and click **Download** to view the record.



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