MyChart

Activating Your MyChart Account
It's quick and easy to get started!

Step 1

Visit **www.metrohealth.org/mychart**. Make sure the screen you see is similar to the image below, as there are other health care systems named MetroHealth that use MyChart.

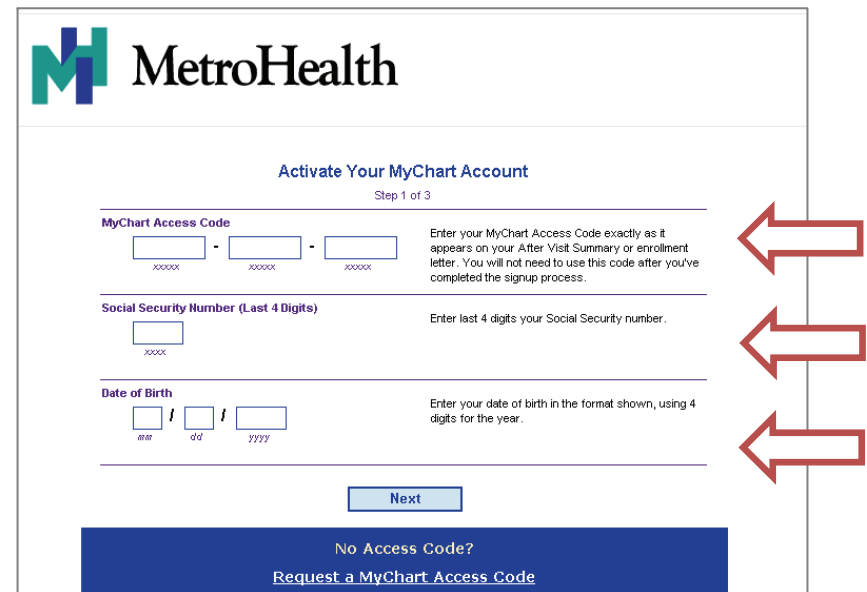Then, click on the **"Sign Up Now"** link.

Step 2

On the **Activate Your MyChart Account** screen enter the following information:

- **MyChart Access Code**: This **15-character** code appears on your After Visit Summary or an activation letter you received in the mail. You do not have to type the dashes.

- **Last four digits of your Social Security Number**

- **Date of Birth**: Use the mm/dd/yyyy format

Once you have entered these items, click the **"Next"** button.

www.metrohealth.org/mychart

Step 3

On the **Choose an ID & Password** screen enter the following information:

- **MyChart ID:** at least three characters long using any combination of letters and numbers. You cannot use spaces in your MyChart ID, but you can use the following punctuation: period (.), underscore (_) or at sign (@).

- **Password:** 8 to 20 characters long, contains at least 1 letter and 1 number, is NOT the same as your MyChart ID

- **Security Question/Secret Answer:** This cannot contain your MyChart password

Once you have entered these items, click the **"Next"** button.

Step 4

On the **Email Notifications** screen, enter an email address and click the **"Sign In"** button. If registration is successful, you will be taken to your personal home page.

Remember Your ID and Password

Use your MyChart ID and password to sign back into your MyChart account in the future.

Contact Customer Service

For more information, email mychart@metrohealth.org or call 216-778-8801 Monday – Friday, 8 a.m. – 5 p.m.