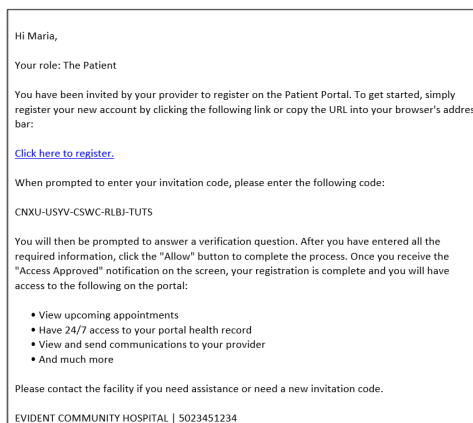


A Patient's Guide: Adding Additional Family Members to a MyCareCorner Registered Account

Additional family members (spouse, children, and/or parents) can be added to a registered MyCareCorner account once a healthcare provider (hospital or clinic) provides the family member with [an email](#) or a [printed copy](#) of the registration invitation for MyCareCorner.

Using the Email Invitation

1. To add the family member to your registered MyCareCorner account, you need an invitation from the healthcare provider. Once you receive the registration invitation for MyCareCorner, click the link in the email.



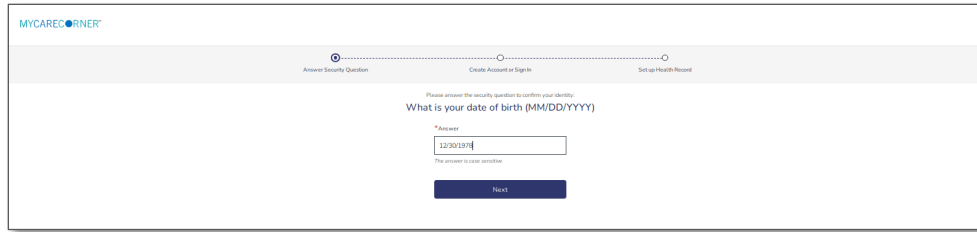
Email Invitation

2. The MyCareCorner page is launched. Click **Continue**.



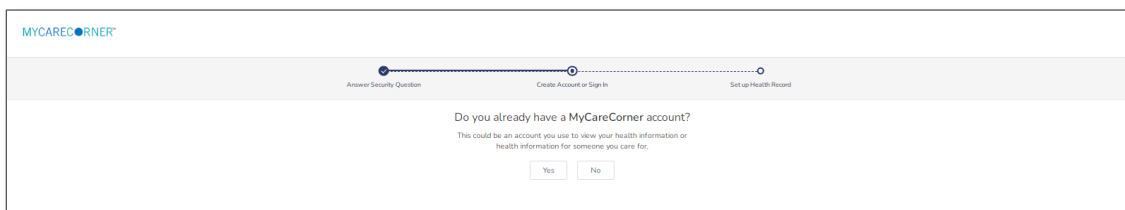
Adding Family Members to Your MyCareCorner Account

- To confirm the identity of your family member, enter the family member's date of birth and click **Next**.



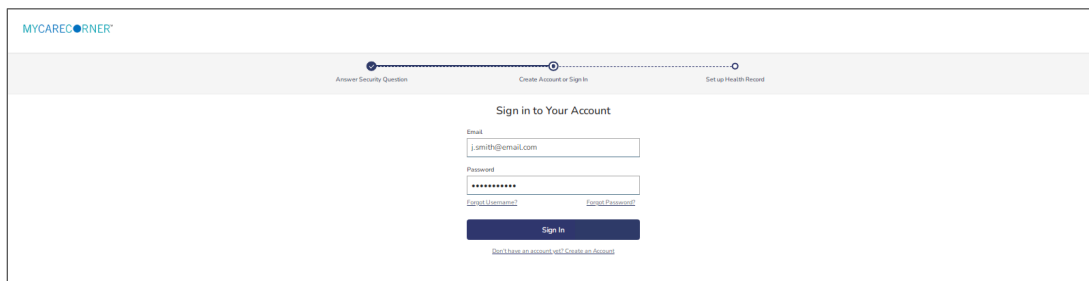
The screenshot shows the 'Answer Security Question' step of the MyCareCorner account setup process. The page title is 'MYCARECORNER'. A progress bar at the top indicates the current step. The main heading is 'Answer Security Question'. Below it, the text reads: 'Please answer the security question to confirm your identity. What is your date of birth (MM/DD/YYYY)'. There is a text input field containing '12/20/1971'. Below the field is a small note: 'The answer is case sensitive'. A blue 'Next' button is at the bottom.

- A question is displayed: **Do you already have a MyCareCorner account?** Select **Yes**.



The screenshot shows the 'Create Account or Sign In' step. The page title is 'MYCARECORNER'. A progress bar at the top indicates the current step. The main heading is 'Create Account or Sign In'. Below it, the text reads: 'Do you already have a MyCareCorner account? This could be an account you use to view your health information or health information for someone you care for.' There are two buttons: 'Yes' and 'No'.

- The Sign in box is displayed. Enter the registered account member's Email and Password and click **Sign In**.



The screenshot shows the 'Sign in to Your Account' step. The page title is 'MYCARECORNER'. A progress bar at the top indicates the current step. The main heading is 'Sign in to Your Account'. Below it, there are two input fields: 'Email' (containing 'j.smith@email.com') and 'Password' (containing '*****'). There are links for 'Forgot Username?' and 'Forgot Password?'. A blue 'Sign In' button is at the bottom. Below the button are links: 'Don't have an account yet? Create an Account'.

- An "invitation to access" page is displayed with the name of the person's health record that you are accessing.



The screenshot shows the 'invitation to access' page. The page title is 'MYCARECORNER'. A progress bar at the top indicates the current step. The main heading is 'Set up Health Record'. Below it, the text reads: 'This invitation is to access **Hudson Jefferson's** health information. Select what health record to store **Hudson Jefferson's** health information in by choosing the health record with the same name (if there is a record that matches this name, Connected Health Base has already selected it for you). If you do not see this person's name, choose the **Create New Record** button.' There are two options: 'Jim Jefferson's Record' and 'Hudson Jefferson's Health Information from Patient Connect'. There is an 'OR' separator and a 'Create New Record' button. A blue 'Finish' button is at the bottom. There are two annotations: a blue box on the left with the text 'Name of the family member you are accessing.' and an arrow pointing to the 'Hudson Jefferson's Health Information from Patient Connect' option; a blue box on the right with the text 'Click Create New Record.' and an arrow pointing to the 'Create New Record' button.

Adding Family Members to Your MyCareCorner Account

- At this point, you do not want to put the family member's health information into your health record, so we need to create a new record for the family member. Click **Create New Record**. (If you select your record, the system recognizes that the names are not the same and will present a confirmation message. If so, click **Cancel** to go back.)
- On the Create Health Record screen, enter the First Name, Last Name, Relationship to You, Country, Zip Code, Sex, and Date of Birth of the family member's record you are adding. Click **Next**.



The screenshot shows a web form titled "Create Health Record". At the top right, there is a note: "* = mandatory field". The form contains the following fields and options:

- Profile Image:** A "Choose File" button with the text "No file chosen" next to it.
- * First Name:** A text input field containing "Hudson".
- * Last Name:** A text input field containing "Jefferson".
- * Relationship to You:** A dropdown menu with "Son" selected.
- * Country/Region:** A dropdown menu with "United States" selected.
- * Postal Code/Zip Code:** A text input field with a cursor and the letter "I" inside.
- * Sex:** Three radio buttons labeled "Female", "Male", and "I'd rather not say".
- * Date of Birth:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.

At the bottom of the form, there is a black "Next" button and a "← Back" link.

- The authorization screen is displayed. Select **Authorize**.

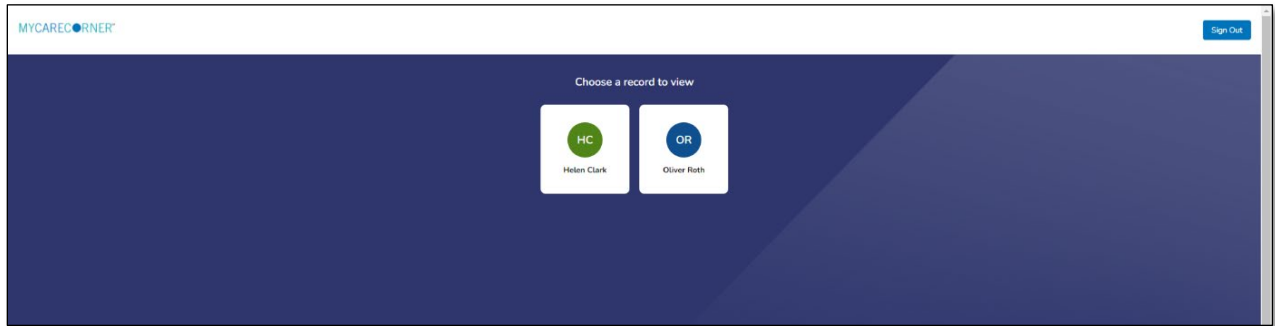


The screenshot shows an authorization screen with the following content:

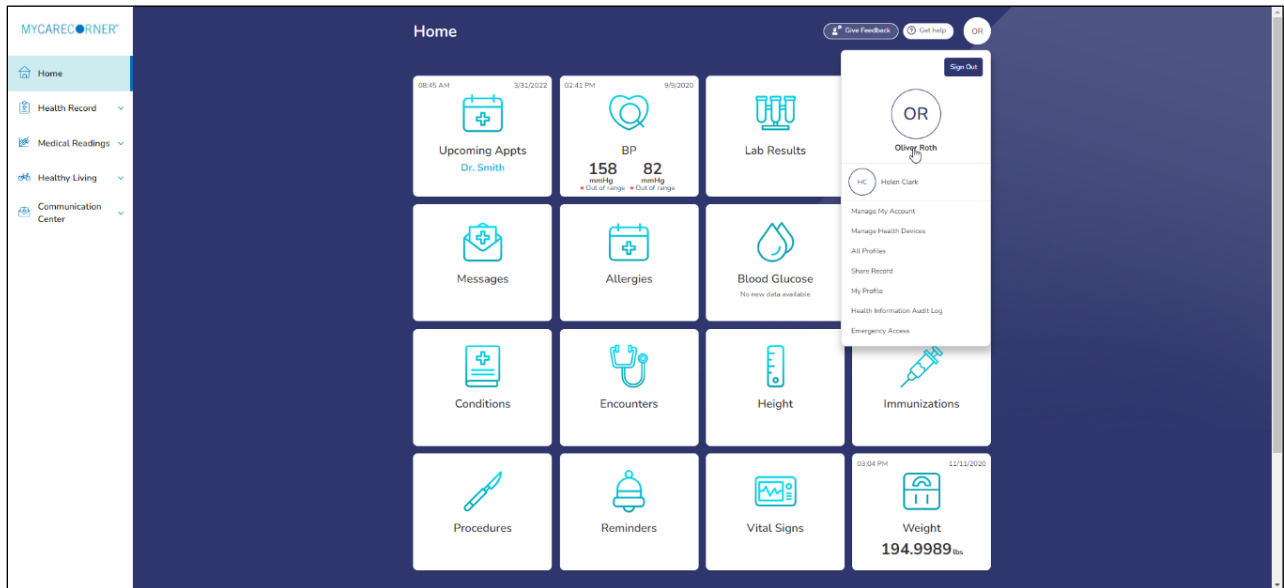
- Header: "Patient Connect wants to access Hudson Jefferson's health information to:"
- Two options with icons: "View health info" (eye icon) and "Add or change health info" (pencil icon).
- A summary bar: "Access 88 types of health information" with a right-pointing arrow and the text "View what health information the app will access" below it.
- Two buttons at the bottom: "Back" and "Authorize".
- Links at the bottom: "Privacy Policy" and "Terms of Use".

Adding Family Members to Your MyCareCorner Account

10. The Access Approved screen is displayed. Click **Home**. Now, both records are displayed. Select the record that you'd like to view.



11. Once in a health record, you can switch the view to other records linked to your account. Click the circle with your initials on it (in the upper-right corner of the screen). Other records that you have linked are displayed. Click a name to switch the view.



Using the Printed Invitation

1. To add the family member to your registered MyCareCorner account, open your web browser, type the URL from the printed invitation into the address bar, and press **<Enter>**.

Centriq Mercy Complex (A51P)

Patient Name: S, John
Date: 03/15/2022
Patient Portal Registration Process

During your recent visit, you were invited to register with the Patient Portal. To get started, simply register your new account by entering the following URL into your browser's address bar.

<https://login.mycarecorner.net/transferwelcome.aspx?packageid=WTMT-ASHB-FWFD-JECB-ICOO>

When prompted to enter your invitation code, please enter the following code:

WTMT-ASHB-FWFD-JECB-ICOO

You will then be prompted to answer a verification question.

After you have entered all the required information, click the "Allow" button to complete the process. Once you receive the "Access Approved" notification on the screen, your registration is complete and you will have access to view your portal health record.
Note - Invitation code will expire in 30 days.

Printed Invitation

2. The MyCareCorner page is displayed. Click **Continue**.



3. The Identity Code screen is displayed. The identity code should auto-fill into the fields. If not, enter the code from your printed instructions and click **Next**.

MYCARECORNER

Enter the identity code shared with you by MyCareCorner

Identity Code

BCBH	ABC0	MFNQ	OLHT	TUPD
------	------	------	------	------

Note: If you copy and paste the entire code into the first field, it will automatically fill in the other fields.

Next

4. The confirm identity screen is displayed and the remaining steps are the same as having an email invitation. Follow steps 3-11 in the [Using the Email Invitation](#) section.