

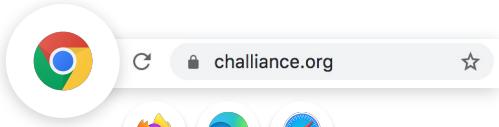


Patient User Guide

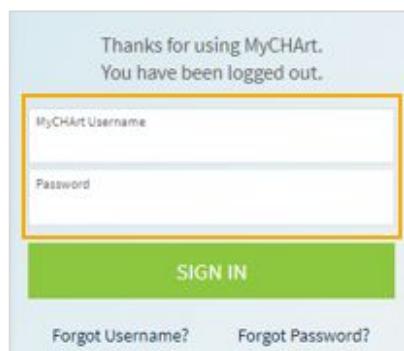
Updating Personal Information in MyCHArt

For MyCHArt Patients looking to update their personal information such as contact information, emergency contacts, preferred name and gender identity, please follow the steps below.

- 1 On your computer, navigate to **MyCHArt** from the CHA website.



*Chrome browser preferred. Mozilla Firefox, Microsoft Edge, and Apple Safari compatible.



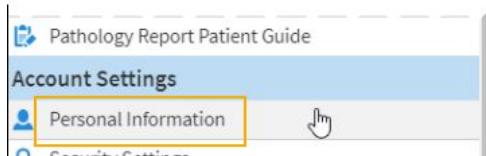
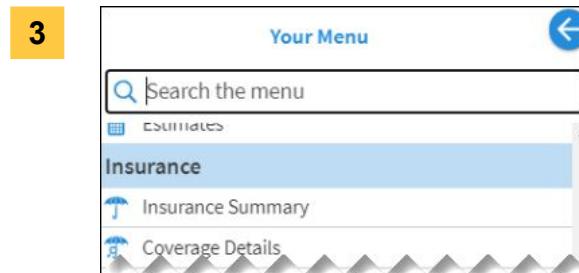
a Go to challiance.org

b Find **MyCHArt** in the upper right hand corner of the screen

c Log into your **MyCHArt** account.



Click on **Your Menu** in the upper right hand corner of the screen



Scroll down or search for **Personal Information**

Need Help?

Call Health Information Management (HIM) at (617) 381-7266 from 8:00 AM - 4:30 PM ET Monday - Friday
 Email us at mycharthelp@challiance.org

Use our online form: <https://www.challiance.org/help-center/mychart-contact-us-form>

Patient User Guide



4 Now you will see your Personal Information page

Personal Information

Please enter contact and personal information here, and click **Save Changes** to send a message to the clinic. Allow 24 hours for the information to be updated in the legal medical record.

Contact Information

456 ABC STREET
CAMBRIDGE MA 02...

Going somewhere for a while?
[Add a temporary address](#)



Details About Me

Preferred First Name 	Gender Identity
Preferred	Choose not to disclose
Sexual Orientation	Marital Status
Straight	Significant Other
Race	Ethnic Background
Black/African American	Israeli
Language	Religion
Greek	Islam



Family & Friends

These people may be contacted in the event of an emergency.

 Hus Test Husband
x ZZ 00000

000-000-0000
Mobile phone not entered
Work phone not entered
Email not entered



 Hus Test Husband
x ZZ 00000

000-000-0000
Mobile phone not entered
Work phone not entered
Email not entered



5 Click on the button in any section to update your information

Contact Information

456 ABC STREET
CAMBRIDGE MA 02...

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