

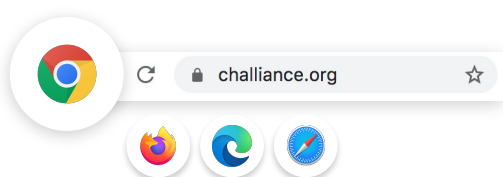


Patient User Guide

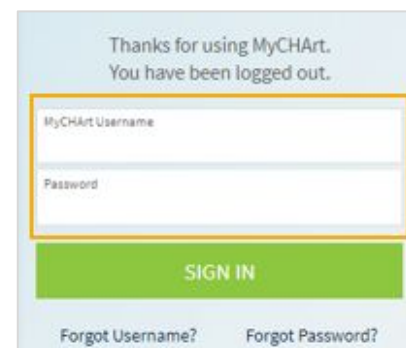
Updating Personal Information in MyCHART

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.



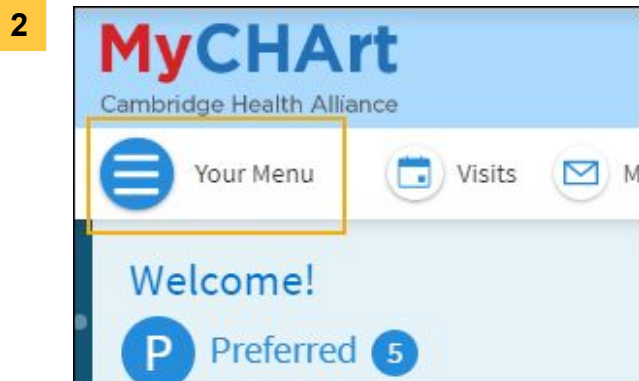
*Chrome browser preferred. Mozilla Firefox, Microsoft Edge, and Apple Safari compatible.



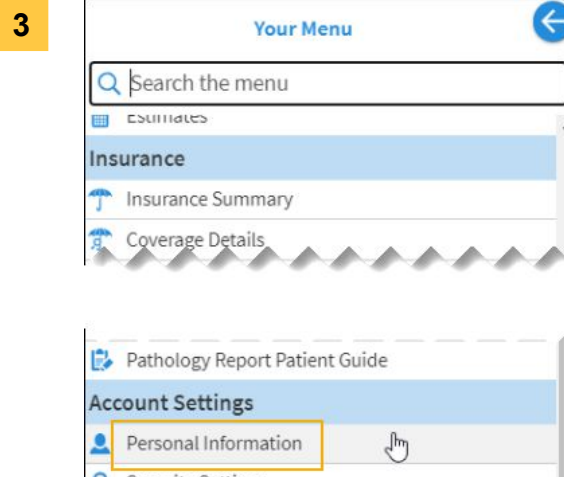
a Go to challiance.org

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...

781-555-5698 (prefe...
 Mobile phone not e...
 Work phone not ent...
 dankram85@gmail...

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

Edit

Details About Me

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

Edit

Family & Friends

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

Hus Test

Husband

x
x ZZ 00000

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

Edit

Hus Test

Husband

x
x ZZ 00000

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

Edit

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

Contact Information

456 ABC STREET
CAMBRIDGE MA 02...

781-555-5698 (prefe...
 Mobile phone not e...
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