

# Creating a MyChart account

## 1. Click "Sign up"

MyChart by Epic [Switch organizations](#)

Spartanburg Regional Healthcare System

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Remember Username

Log in

[?](#) [+](#)

Need help? Sign up

## 2. If you have an activation code from your After Visit Summary or billing statement, complete the following steps.

a. Enter your activation code

All fields are required.

MyChart activation code

Enter your activation code as it appears on your enrollment letter or After Visit Summary®. Your code is not case sensitive.

xxxxx - xxxxx - xxxxx

b. Enter the last 4 digits of your social security number

No Activation Code? [Sign up online](#)

Social Security number (last 4 digits)

nnnn

c. Enter your birth date

Date of birth

Enter your date of birth in the format shown, using 4 digits for the year.

mm / dd / yyyy

## 3. If you do not have an Activation Code, then select the link for "Sign up online."

a. Fill out the form with all of your information.

b. The items with a star (red asterisk) are required.

10:49 LTE

Sign Up Close

### Sign up for MyChart

Follow these steps to sign up for a MyChart account.

- Enter your personal information.
- Verify your contact information.
- Choose a username and password.

If you have any questions, please contact us at 888-84-CHART (888-842-4278).

\* Indicates a required field

Name

First name \*

Middle name

MyChart by Epic [Switch organizations](#)

Spartanburg Regional Healthcare System

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Remember Username

Log in

Or log in with other methods

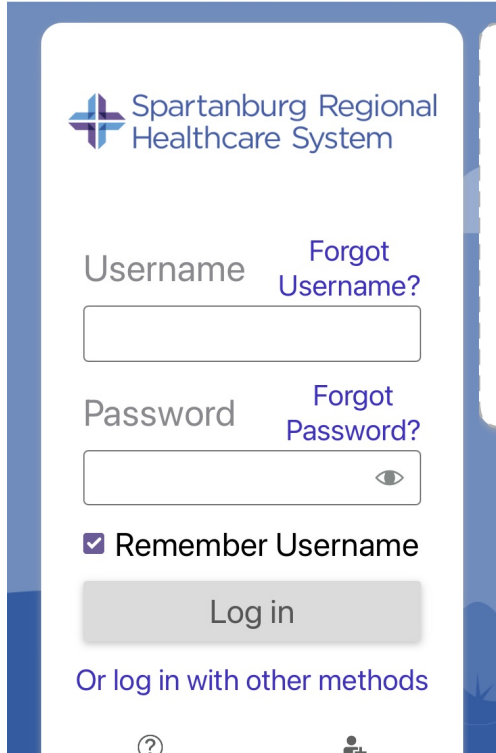
[?](#) [+](#)

## 4. Type in a username and a new password for your new account

# Creating a MyChart account

## 5. Enter your email address

MyChart by **Epic**  organizations



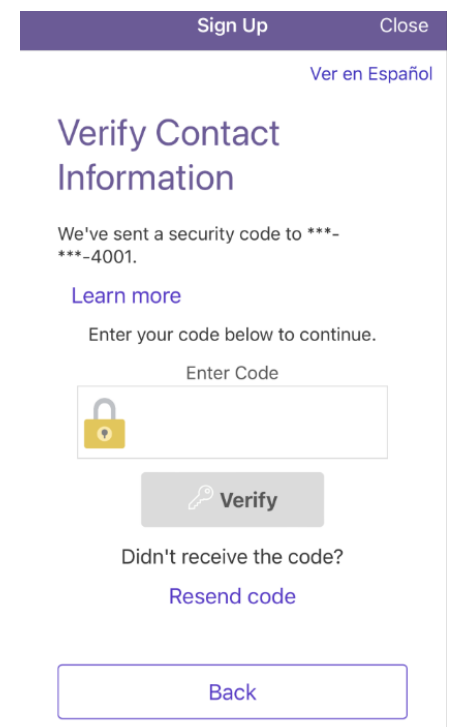
## 6. Send an activation code to your email address to turn on 2 Factor Authentication

- 2 Factor Authentication keeps your account more secure because you need two pieces of information to access your account: your password and a one-use code emailed to you.



## 7. When you receive an email with the one-use code, type the code into the MyChart app.

## 8. If you don't receive an email or text with the one-use code or don't want to turn on 2 Factor Authentication, turn it off by selecting "Turn off 2FA."



For more information, visit:  
[Go.SRHS.com/mychart](https://Go.SRHS.com/mychart)