



# Port City Pediatrics MyChart

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## **INFORMATION YOU CAN ACCESS THROUGH OUR PATIENT PORTAL**

- Message With Your Healthcare Team, Directly and Securely
- Access Test Results
- Manage Prescription Refills
- View and Request Appointments
- View Visit Summaries
- Update Password Information
- Access Each Child's Portal with one email address and Log In

## **FOLLOW THE STEPS BELOW TO REGISTER FOR OUR PATIENT PORTAL**

1. A parent/guardian will need to create their own MyChart account with Spectrum Health by going to: <https://mychart.spectrumhealth.org/MyChart/Authentication/Login> . If you already have an account, skip to step 6.
2. Click on **Sign Up Now** under New User?
3. Select **Sign Up Online** under No Activation Code?
4. Answer personal questions to verify your identity.
5. Create your username and password. (The username cannot be changed at any time.)
6. Once your account is set up, contact our office at 231-220-2259 to get Proxy Access for your child.
7. Once Proxy Access is granted you will be able to access your child's MyChart.