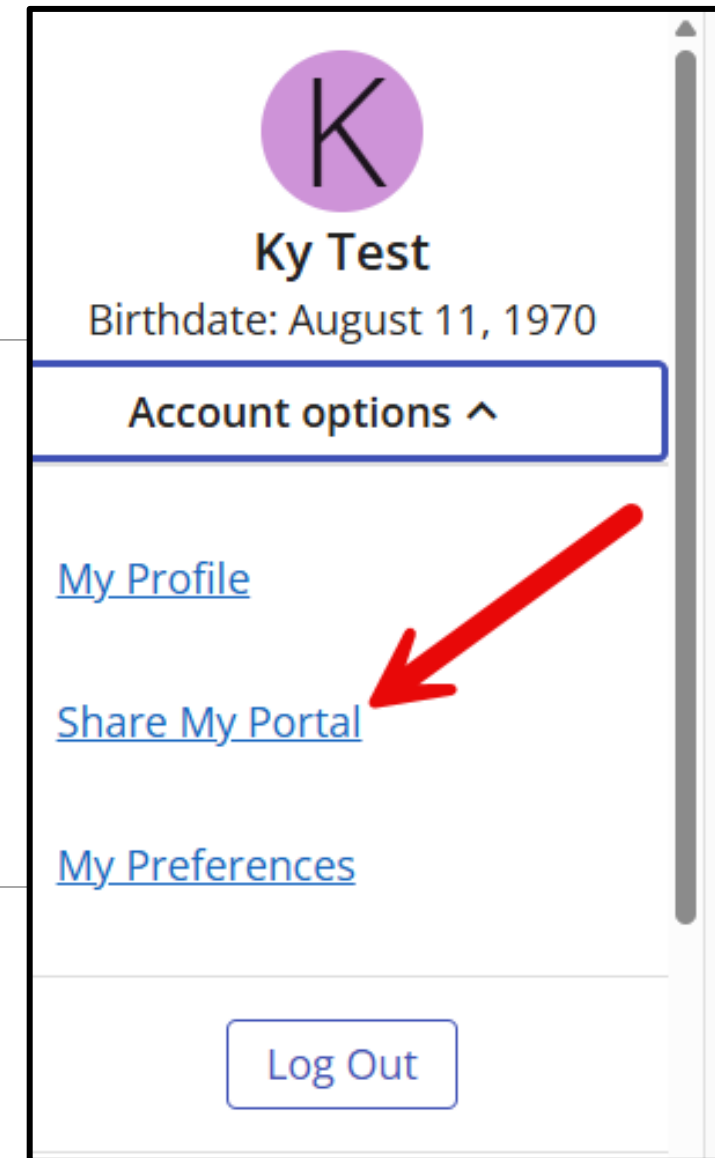


Sharing Your Portal

Sharing your MyHealth Patient Portal with others

1

After logging in to your patient portal, select **Account Options** in the upper left corner then select **Share My Portal**.

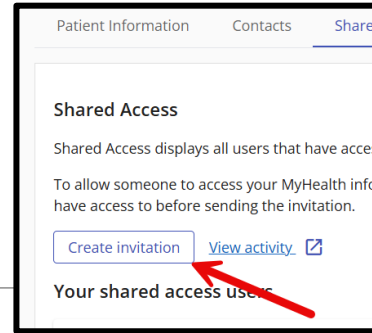


Sharing Your Portal

Sharing your MyHealth Patient Portal with others

2

Select **Create Invitation** and enter the recipient's information. Select **Next**.



Patient Information Contacts Shared Access

Shared Access

Shared Access displays all users that have access to this patient's portal.

To allow someone to access your MyHealth information, select the Create Invitation button below. You will have the opportunity to choose which areas of the portal this person will have access to before sending the invitation.

[Create invitation](#) [View activity](#) [?](#)

Your shared access users

Profile

Create an invitation

Create an invitation for another person to access this Patient Portal by completing the form below. Please verify the email address with the person you are inviting. They must accept the invitation using the same email address. The invitation's link to set up proxy access will expire after 30 days. Choose the remove option if it is decided later to no longer permit that user access.

By submitting the shared access invitation, I understand that my proxy will have the same access and privileges that I have for the Anderson Healthcare MyHealth Patient Portal. I understand that this allows my proxy to have online access to my personal health information which may include, but not limited to, items related to drug/alcohol abuse, mental health treatment, genetic information, sexually transmitted diseases, HIV/AIDS testing/treatment or any other sensitive information.

1 Recipient

2 Access Level

3 Access Permissions

4 Message

5 Verification

Add recipient information

First name (required)

Last name (required)

Email (required)

Confirm email (required)

Relationship to patient (required)

Next

Cancel



Sharing Your Portal

Sharing your MyHealth Patient Portal with others

3

Select the access level you would like them to have – **Standard** or **View Only**. Select **Next**.

Create an invitation

Create an invitation for another person to access this Patient Portal by completing the form below. Please verify the email address with the person you are inviting. They must accept the invitation using the same email address. The invitation's link to set up proxy access will expire after 30 days. Choose the remove option if it is decided later to no longer permit that user access.

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✓ Recipient

2 Access Level

3 Access Permissions

4 Message

5 Verification

Back

Select access level

☒ Standard

This user will be able to view information and perform actions as permitted.

☐ View Only

This user will be able to view information as permitted. They will not be able to perform other actions, such as messaging a provider, requesting a medication renewal, or scheduling an appointment, etc.

Next

Cancel

Sharing Your Portal

Sharing your MyHealth Patient Portal with others

4

Enter that recipient's **Access Permissions**. Select **Next**.

By submitting the shared access invitation, I understand that my proxy will have the same access and privileges that I have for the Anderson Healthcare MyHealth Patient Portal. I understand that this allows my proxy to have online access to my personal health information which may include, but not limited to, items related to drug/alcohol abuse, mental health treatment, genetic information, sexually transmitted diseases, HIV/AIDS testing/treatment or any other sensitive information.

✓ Recipient — ✓ Access Level — 3 Access Permissions — 4 Message — 5 Verification

Back

Select access permissions

☒ Billing

☒ Billing details

☒ Clinical data

Allergies, Appointments, Conditions, Health maintenance, Health summary, Immunization certificate, Immunization history, Letters, Medications, Messages, Questionnaires, Reports, Results, Scanned documents, Visit history

☒ Download medical records

☐ Non-clinical/social appointments

☒ Profile

Next

Cancel

Sharing Your Portal

Sharing your MyHealth Patient Portal with others

5

You have the option of adding a custom **Message** before the invitation is sent. Select **Next**.

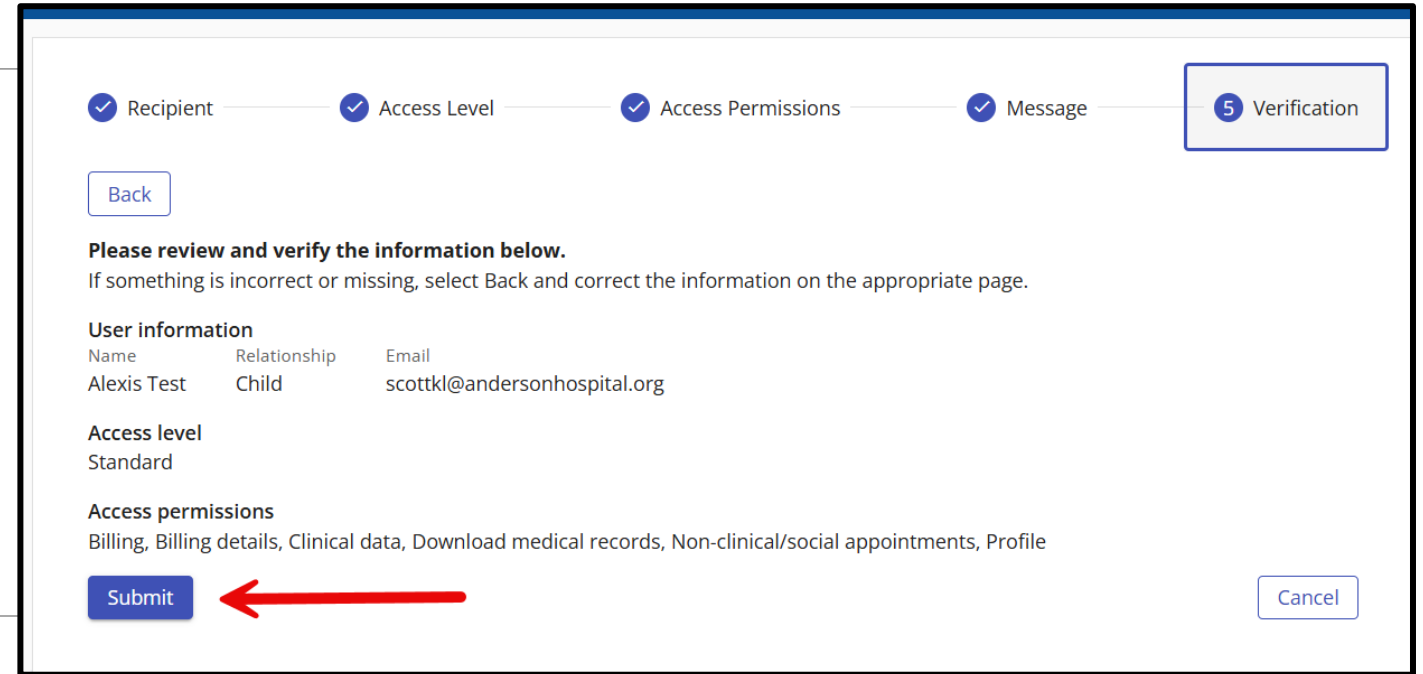
The screenshot shows a multi-step process for sharing the MyHealth Patient Portal. The steps are: 1. Recipient, 2. Access Level, 3. Access Permissions, 4. Message, and 5. Verification. Step 4, 'Message', is currently selected and highlighted with a blue border. A 'Back' button is located at the top left of the message section. Below the step indicators, the text 'Add a custom message to be sent with your invitation.' is displayed above a large, empty text input area. At the bottom left of the input area, it says '1000 characters allowed'. Below the input area, there are two buttons: 'Next' and 'Cancel'. A red arrow points to the 'Next' button. The 'Cancel' button is located at the bottom right of the form.

Sharing Your Portal

Sharing your MyHealth Patient Portal with others

6

Verify that the information entered is accurate. Select **Submit**.



The screenshot shows the final step of a five-step process for sharing the MyHealth Patient Portal. The steps are: Recipient, Access Level, Access Permissions, Message, and Verification (the current step, highlighted with a blue border and a '5' in a circle). A 'Back' button is located at the top left. Below the progress bar, a message reads: 'Please review and verify the information below. If something is incorrect or missing, select Back and correct the information on the appropriate page.' The form contains three sections: 'User information' with fields for Name (Alexis Test), Relationship (Child), and Email (scottkl@andersonhospital.org); 'Access level' set to 'Standard'; and 'Access permissions' listing 'Billing, Billing details, Clinical data, Download medical records, Non-clinical/social appointments, Profile'. At the bottom, there is a blue 'Submit' button with a red arrow pointing to it, and a 'Cancel' button on the right.

✓ Recipient — ✓ Access Level — ✓ Access Permissions — ✓ Message — 5 Verification

[Back](#)

Please review and verify the information below.
If something is incorrect or missing, select Back and correct the information on the appropriate page.

User information

Name	Relationship	Email
Alexis Test	Child	scottkl@andersonhospital.org

Access level
Standard

Access permissions
Billing, Billing details, Clinical data, Download medical records, Non-clinical/social appointments, Profile

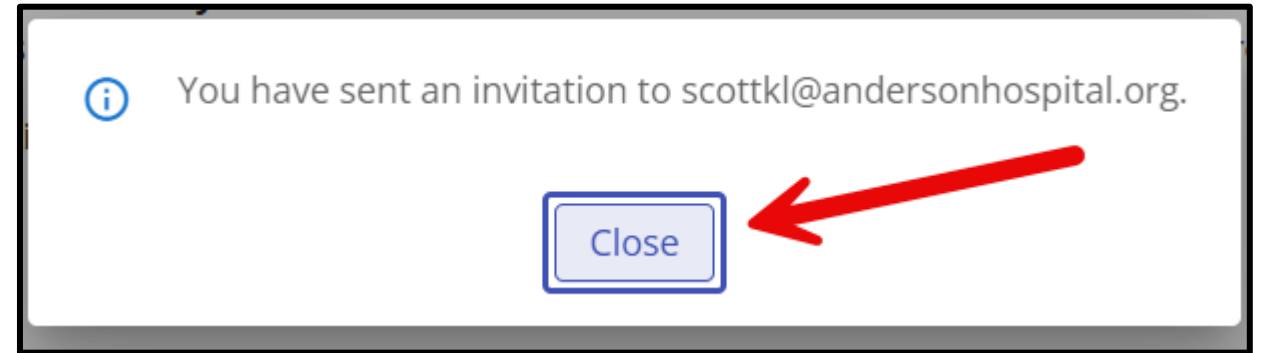
[Submit](#) [Cancel](#)

Sharing Your Portal

Sharing your MyHealth Patient
Portal with others

7

A confirmation will appear. Select
Close.



Sharing Your Portal

Sharing your MyHealth Patient Portal with others

8

Your **Shared Access** tab will show others that you have allowed to have access to your MyHealth Patient Portal. Select **Exit**.

Profile

[Patient Information](#) [Contacts](#) [Shared Access](#)

Shared Access

Shared Access displays all users that have access to this patient's portal.

To allow someone to access your MyHealth information, select the Create Invitation button below. You will have the opportunity to choose which areas of the portal this person will have access to before sending the invitation.

[Create invitation](#) [View activity](#) [🔗](#)

Your shared access users

Alexis Test	Ky Test 
Access status	Access status
Invitation Sent on Jan 29, 2026 6:11 AM	Active
Invitation expires	Last accessed
Feb 28, 2026 6:11 AM	Jan 06, 2026 10:52 AM
Email address	Email address
scottkl@andersonhospital.org	scottkl@andersonhospital.org
Access level	Access level
Billing, Billing details, Clinical data (view access level details), Download medical records, Non-clinical/social appointments, Profile	Billing, Billing details, Clinical data (view access level details), Download medical records, Non-clinical/social appointments, Profile
Edit	

Sharing Your Portal

Sharing your MyHealth Patient Portal with others

9

If you would like to remove access for a user, select **Edit** on your **Shared Access** and select **Remove Access**.

Profile

Edit access level for Alexis Test

Select the areas of your patient portal that you would like Alexis Test to be able to access.

Access Levels



Standard

This user will be able to view information and perform actions as permitted.



View Only

This user will be able to view information as permitted. They will not be able to perform other actions, such as messaging a provider, requesting a medication renewal, or scheduling an appointment, etc.

Access Permissions



Billing



Billing details



Clinical data

Allergies, Appointments, Conditions, Health maintenance, Health summary, Immunization certificate, Immunization history, Letters, Medications, Messages, Questionnaires, Reports, Results, Scanned documents, Visit history



Download medical records



Non-clinical/social appointments



Profile

Submit

Cancel

Remove access for Alexis Test

Select this option if you would like to remove Alexis Test from being able to access your portal.

Remove shared access

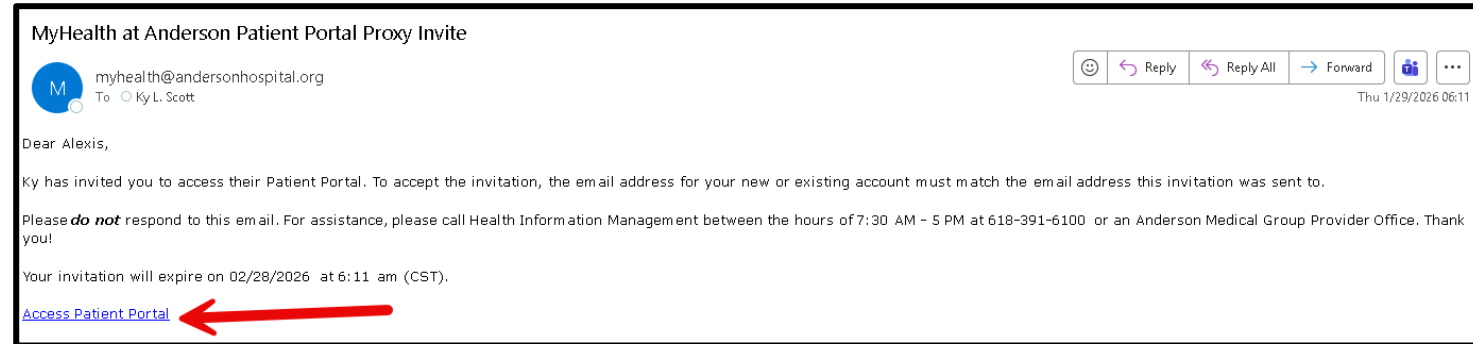


Sharing Your Portal

Sharing your MyHealth Patient Portal with others

10

The recipient will receive an email notifying them that they have been invited to share your MyHealth Patient Portal. Select **Access Patient Portal**.



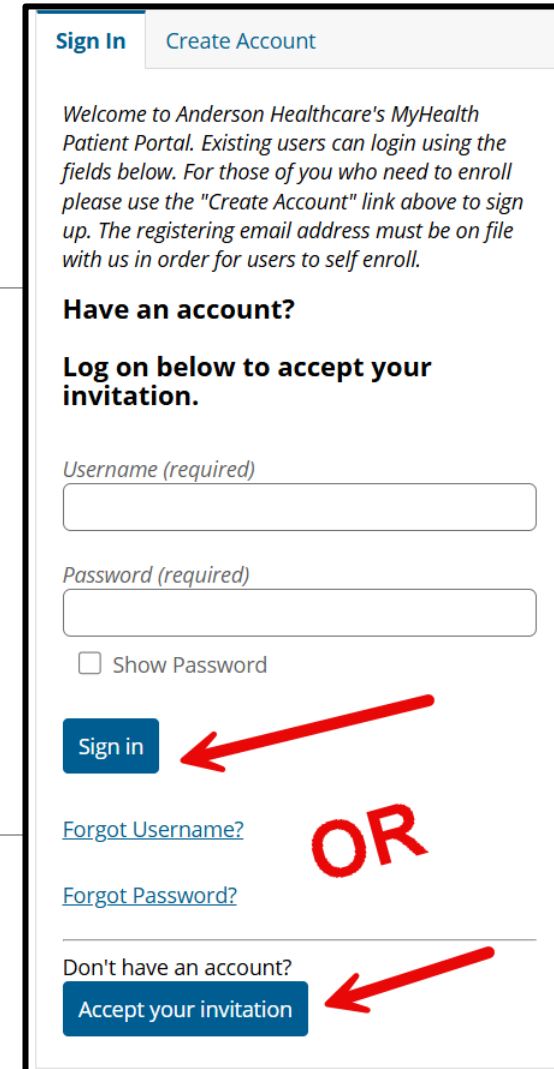
Sharing Your Portal

Sharing your MyHealth Patient Portal with others

11

If the recipient already has a MyHealth Patient Portal account, they will enter their **Username** and **Password** and select **Sign In**.

If the recipient does not have a MyHealth Patient Portal account, they will select **Accept your invitation** and it will have them create an account.



The screenshot shows the top of the MyHealth Patient Portal interface. At the top, there are two tabs: "Sign In" (active) and "Create Account". Below the tabs is a welcome message: "Welcome to Anderson Healthcare's MyHealth Patient Portal. Existing users can login using the fields below. For those of you who need to enroll please use the 'Create Account' link above to sign up. The registering email address must be on file with us in order for users to self enroll." Below this is a section titled "Have an account?" followed by the instruction "Log on below to accept your invitation." There are two input fields: "Username (required)" and "Password (required)". Below the password field is a checkbox labeled "Show Password". There are two blue buttons: "Sign in" and "Accept your invitation". A red arrow points to the "Sign in" button, and another red arrow points to the "Accept your invitation" button. A large red "OR" is placed between the two buttons. Below the buttons are two links: "Forgot Username?" and "Forgot Password?". At the bottom of the form is a link: "Don't have an account?".

Sign In Create Account

Welcome to Anderson Healthcare's MyHealth Patient Portal. Existing users can login using the fields below. For those of you who need to enroll please use the "Create Account" link above to sign up. The registering email address must be on file with us in order for users to self enroll.

Have an account?

Log on below to accept your invitation.

Username (required)

Password (required)

☐ Show Password

Sign in

Forgot Username?

Forgot Password?

Don't have an account?

Accept your invitation

Sharing Your Portal

Sharing your MyHealth Patient Portal with others

12

When the recipient logs in to their MyHealth Patient Portal and selects **Account Options**, they will be able to toggle between their account and the proxy account by selecting the other account.



Ky Test

Birthdate: August 11, 1970

Account options ^

Switch person



Heather Test

[My Profile](#)

[Share My Portal](#)

[My Preferences](#)

Sharing Your Portal

Sharing your MyHealth Patient Portal with others

13

Once the invitation is accepted, the patient will be able to see who has access by selecting **Account Options**, **My Profile** and then **Shared Access**.

Profile

[Patient Information](#)[Contacts](#)[Shared Access](#)

Shared Access

Shared Access displays all users that have access to this patient's portal.

To allow someone to access your MyHealth information, select the Create Invitation button below. You will have the opportunity to choose which areas of the portal this person will have access to before sending the invitation.

[Create invitation](#)[View activity](#)

Your shared access users

Alexis Test Access status Active Email address scottkl@andersonhospital.org Access level Billing, Billing details, Clinical data (view access level details), Download medical records, Non-clinical/social appointments, Profile Edit	Last accessed Jan 29, 2026 6:27 AM
Ky Test Access status Active Email address scottkl@andersonhospital.org Access level Billing, Billing details, Clinical data (view access level details), Download medical records, Non-clinical/social appointments, Profile	Last accessed Jan 06, 2026 10:52 AM