

# Requesting Proxy Access

**You need a Texas Health MyChart account to get proxy access to another patient's record. Use these instructions to get access.**

- If you already have a Texas Health MyChart account, start with **How to Request Proxy Access.**
- To get help over the phone, call **682- 236-6700.**

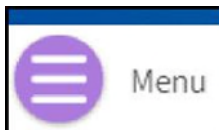
## Sign-up for MyChart

1. Visit [mychart.texashealth.org/mychart/signup](https://mychart.texashealth.org/mychart/signup) or scan this QR code from any mobile device.
2. Click "Create an Account".
3. Select "I have an Activation Code" or "I do not have an Activation Code". Fill in the information.
4. Answer the questions to confirm your identity.
5. Create a username and password.
7. Review the terms and conditions. Click "Accept" to finish creating your account.



## How to Request Proxy Access

1. Click "Menu."



2. Scroll down and click "Sharing Hub"



3. Click "Manage friends and family (proxy) access."



4. Under Request Proxy Access, click the correct "Request Access" option for a minor's record or adult's record.

