Getting full proxy access

After [activating a MYchart account](#), we will need to confirm your identity as the child's legal guardian.
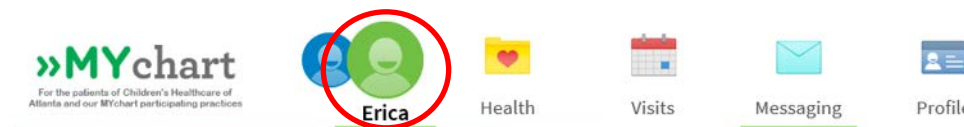
Step 1: Once a Children's team member confirms certain forms are complete, you will receive an email directing you to MYchart.
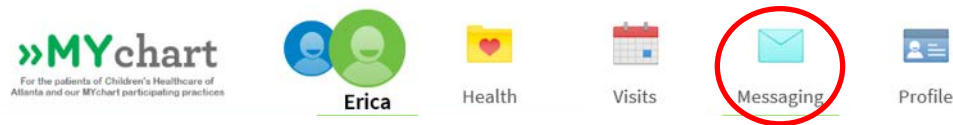

Step 2: Go to the [MYchart](#) home page to sign in with your username and password.
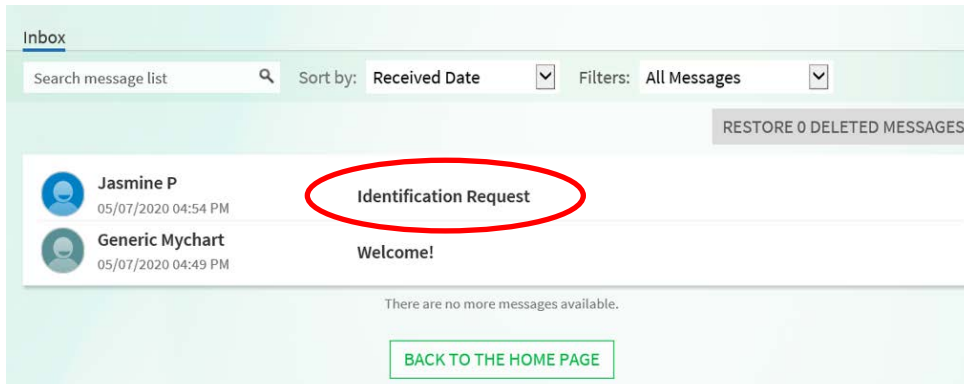

Step 3: Select the child from the 'people' icons at the top of the screen.
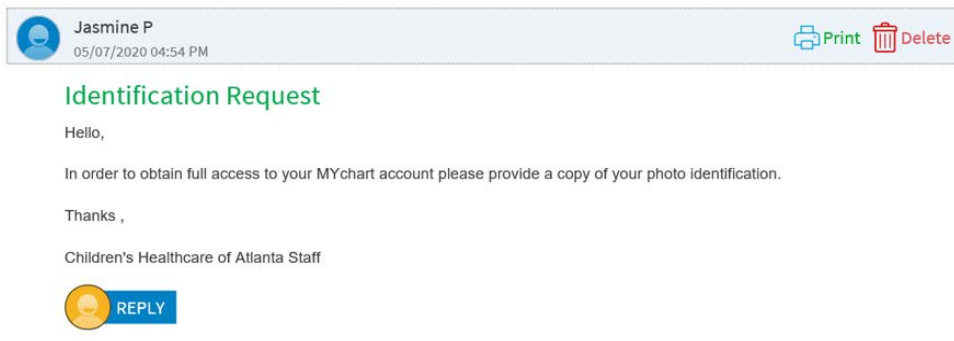
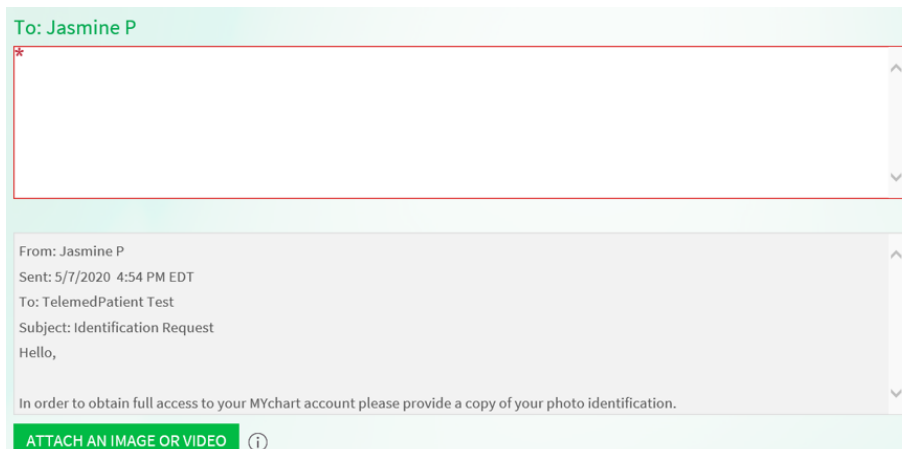**Step 4:** Click the 'Messaging' icon at the top of the screen.

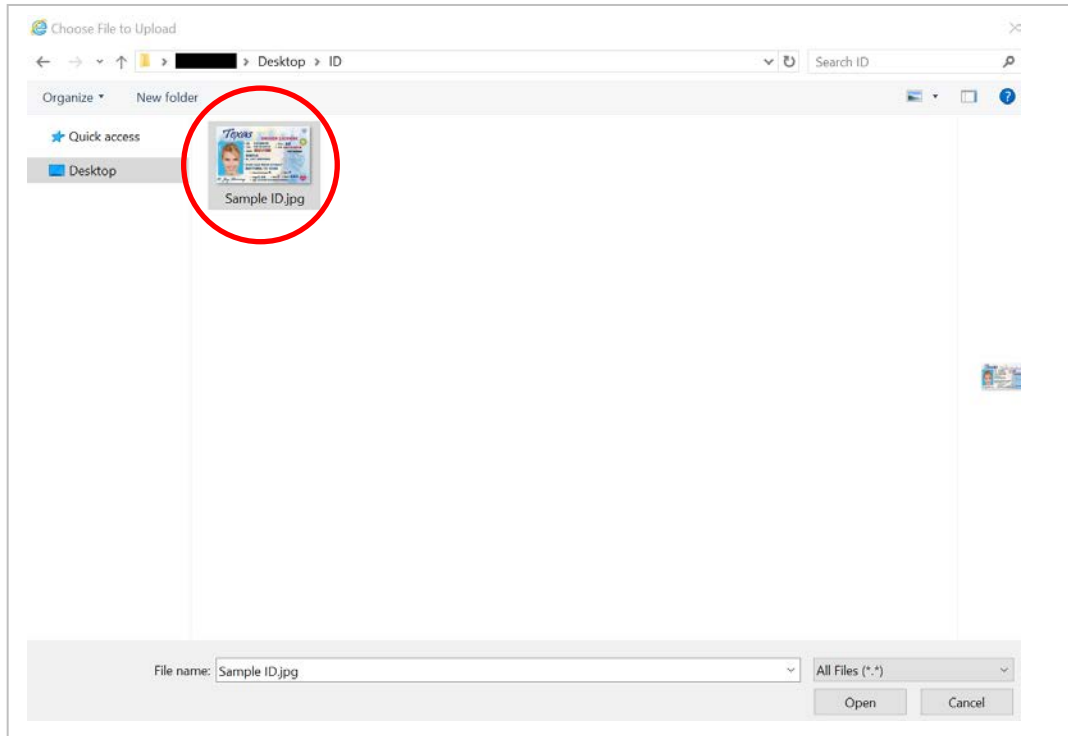**Step 5:** Click the message titled 'Identification Request'.

Step 6: Click the blue 'Reply' button. Be prepared to upload a photo of your ID to confirm your identity as the child's legal guardian.
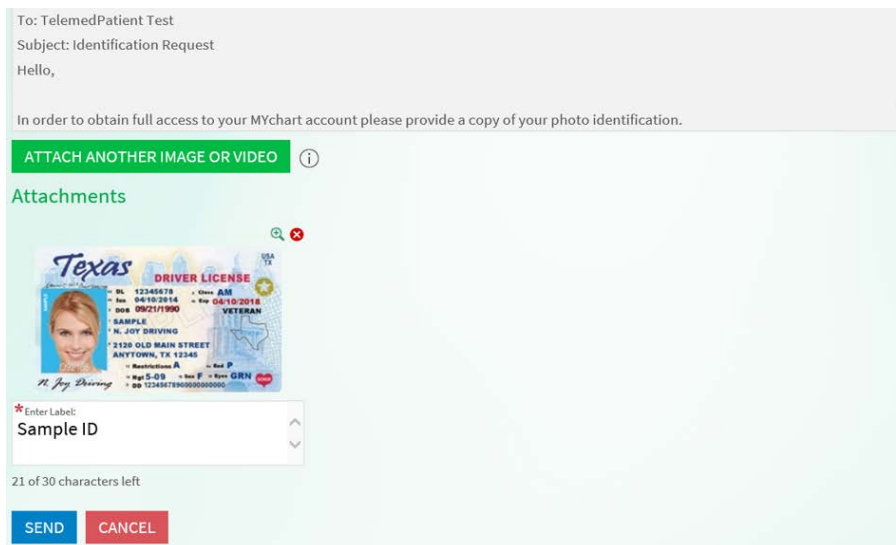

Step 7: Type a message such as, 'See attached ID.' Then, click the green 'Attach an Image or Video' button.

Step 8: Double-click the photo file saved to your computer.

Step 9: Click the blue 'Send' button.

Step 10: Log out of MYchart.