**eCheck-in Instructions**

Before beginning your visit, you must confirm your personal information, upload insurance information, complete a health history questionnaire and sign e-consent forms through MYChart. This is called eCheck-in.

**Step 1:** If you are new to MYChart, you will need to activate your account. Click here to learn more.

**Step 2:** Once setup is complete, go to the MYChart home page to sign in with your username and password.

**Step 3:** On the welcome page, you will see upcoming appointments in your personalized health feed. Click the blue ‘Begin Visit’ button.

**Step 4:** On the Appointment Details screen, click the blue “Echeck-in” button.
**Step 5:** Complete the information on the ‘Personal Info’ page.

- Use the blue ‘Edit’ buttons to add or change information.
- When finished, click ‘This information is correct’ and the blue ‘Next’ button.

**Step 6:** Complete the information on the ‘Insurance’ page.

- Click ‘Add a Coverage’ if you do not have insurance on file. Upload photos of the front and back of your insurance card.
- When finished, click ‘This information is correct’ and the blue ‘Next’ button.
Step 7: Complete the information on the ‘Questionnaires’ page. (Depending upon your child’s provider, this step may not be present.)

- Click the answer to each question. You may click more than one answer.
- When finished with each page, click the blue ‘Continue’ button.
- After answering all questions, confirm your responses and click ‘Submit’ if everything is correct.
Step 8: Click the blue ‘Review and Sign’ buttons to electronically sign all of the forms for the virtual visit. When finished, click the ‘Next’ button, then the ‘Submit’ button.

The eCheck-in process is complete. Be prepared to complete the eCheck-in process before each virtual visit. You will not have to electronically sign forms again.