

## How to Register in the CareHere System

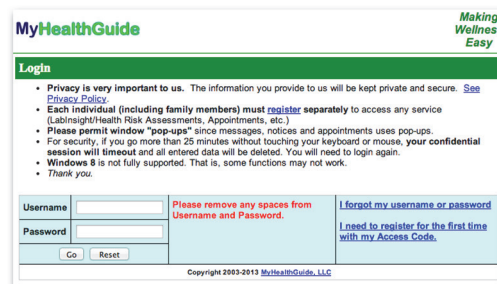
1. Go to [www.CareHere.com](http://www.CareHere.com)

2. Click **Member Login** located at the top of the homepage.



3. On the next screen, you will select **I need to register for the first time with my Access Code.**

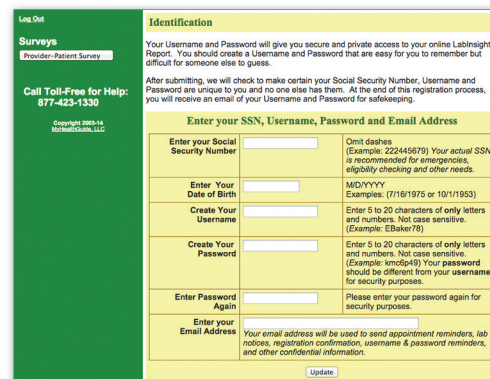
4. When the access code screen comes up, enter your Access Code: **CCSD8**



The screenshot shows the MyHealthGuide login page. It features a green header with the logo and the tagline 'Making Wellness Easy'. Below the header, there is a 'Login' section with a privacy notice and several bullet points: 'Privacy is very important to us...', 'Each individual (including family members) must register separately...', 'Please permit window "pop-ups"...', 'For security, if you go more than 25 minutes without touching your keyboard or mouse, your confidential session will timeout...', and 'Windows 8 is not fully supported...'. There are input fields for 'Username' and 'Password', a 'Go' button, and a 'Reset' button. A red warning message says 'Please remove any spaces from Username and Password.' There are also two links: 'I forgot my username or password' and 'I need to register for the first time with my Access Code.'

5. After the confirmation screen, you will go through a series of screens (Privacy Consent, Identification, etc.) where you will be asked to create a username and password and enter health-related information for your CareHere health record.

6. You will need to click **Update** and then click **Next** on each screen in order to save your information and go to the next screen.



The screenshot shows the 'Identification' screen. It has a green sidebar with 'Log Out', 'Surveys', and 'Provider-Patient Survey'. The main content area is yellow and contains the following text: 'Your Username and Password will give you secure and private access to your online LabInsight Report. You should create a Username and Password that are easy for you to remember but difficult for someone else to guess.' Below this, it says: 'After submitting, we will check to make certain your Social Security Number, Username and Password are unique to you and no one else has them. At the end of this registration process, you will receive an email of your Username and Password for safekeeping.' There are several input fields with labels: 'Enter your Social Security Number', 'Enter Your Date of Birth', 'Create Your Username', 'Create Your Password', 'Enter Password Again', and 'Enter your Email Address'. Each field has a corresponding instruction or example. For example, for the Social Security Number, it says 'Omit dashes (Example: 22445678) Your actual SSN is recommended for emergencies, eligibility checking and other needs.' For the Date of Birth, it says 'MM/YYYY Examples: (7/18/1975 or 10/1/1953)'. For the Username, it says 'Enter 5 to 20 characters of only letters and numbers. Not case sensitive. (Example: EBaker78)'. For the Password, it says 'Enter 5 to 20 characters of only letters and numbers. Not case sensitive. (Example: kmcs49) Your password should be different from your username for security purposes.' For the Email Address, it says 'Your email address will be used to send appointment reminders, lab notices, registration confirmation, username & password reminders, and other confidential information.' There is an 'Update' button at the bottom right.

You may also call the CareHere Support Center at **877.423.1330** for assistance completing registration, as well as to schedule/change/cancel an appointment.