

# How to sign up for your new MyChart account

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Below you will find the activation details for how to set up your new MyChart account with The Portland Clinic. Please follow these instructions to register with a username and password.

1. Go to <https://theportlandclinic.epicmychart.com>
2. You should see The Portland Clinic's logo at the top of your screen.
3. Click "Sign Up" (even if you already have a MyChart account with The Portland Clinic's old Original MyChart system).
4. Select "Sign up with your information." (*No activation code is needed.*)
5. Fill out your information. Required items include:
  - First Name and Last Name
  - Address
  - Date of birth
  - Legal sex
  - Last four digits of your SSN (*if you do not wish to provide your social security number, simply enter 0000 in this field as it is required*)
  - Email address
  - Phone number
6. Click "Next" (*NOTE: If the Next button is greyed out and not clickable, a field has been left empty.*)
7. You will be sent to a page and asked to Verify Contact Information
8. Click the link to "Send to your email"
9. **Without** exiting the page, go to your email to retrieve the code. Type it into the "Enter Code" field and click "Verify."
10. You will be taken to "Choose a Username and Password."
11. Click "Submit" when you are done with entering your username and password.
12. Read and "Accept" our patient portal terms and conditions, and you're signed up for your new MyChart account!

We're here to help – if you have any trouble activating your new MyChart account, please email us at [mychartsupport@tpcllp.com](mailto:mychartsupport@tpcllp.com).