Topic: How to update personal information in MyChart

Description: This tip sheet outlines the steps to take to make a change to personal information including an email address.

- Log in to MyChart.

- Locate Menu in the upper left hand corner.

- Once in Menu, type in the word personal information in the search field and click on Personal Information under Account Settings.

- Once in Personal Information, click the blue Edit button.

- Locate the field in which you would like to make a change, enter the updated information and click the Save changes button.