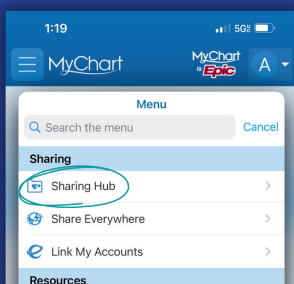


**Need Your Medical Records?**  
*Access them easily with MyChart!*

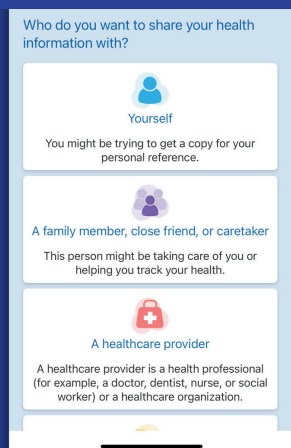


## How to Submit a Request:

1. **Log in** to MyChart.
2. Go to the **Sharing Hub** in the menu.




3. **Choose** who to share with.




4. Select **“Request a Formal Copy”** to submit your request.

information. Let us help you find what you need.


How do you want to share your health information with a provider?

  
Give one-time access to your MyChart account

This provider might be new to you, and you don't plan to see them again or you don't see them often.

  
Download or send a snapshot

This provider may be new to you, and you plan to see them again. They may be a specialist outside of your regular healthcare organization or a school nurse.

  
**Request a formal copy**

You can request specific pieces of information, including lab images, or request everything. This request might take a few days for your healthcare organization to process.

5. Receive records **within 1-3 business days**. View, track, or cancel your request anytime from the Requested Records page in MyChart.



*Access Your MyChart*

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