How Can I Activation my MyChart Account?

This tip sheet describes how to activate your MyChart account.

1. If you have had an appointment scheduled with WellStar, an activation code may have been automatically sent to your email address on file. This email will detail the steps on how to activate your MyChart account and will include a link with your activation code. Check your spam folder to see if you have received an email from ‘donotreply@wellstar.org’.

2. Alternatively, if you have received a copy of your After Visit Summary (AVS) from WellStar this will include an activation code to activate your MyChart account. **Please note:** activating your account using your AVS will require your SSN.
3. Clicking on the MyChart Sign-Up link will bring you to the MyChart Signup screen. Here you will enter your MyChart username, password and date of birth.

4. Clicking ‘Submit’ will bring you to the confirmation screen letting you know you have successfully signed up for MyChart. Click on the link to navigate to the MyChart website.

5. Enter your MyChart username and password in the log-in fields.
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6. Upon logging in, you will be prompted to confirm your notification settings. Enter your information and click the ‘Confirm’ button.

7. You have now completed activating and signing up for MyChart!

Please note: Always use the most recently generated activation code to activate your MyChart account. When a new code is generated the previous code is invalidated and you will receive an error when attempting to complete sign-up.

If you need further assistance please contact the MyChart Service desk hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Phone: 470-644-0419 Fax: 770-999-2306 Email: mycharthelp@wellstar.org