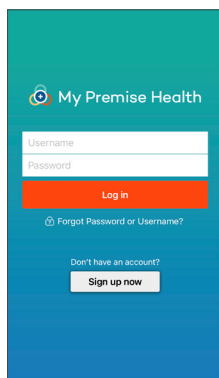


# How to grant My Premise Health proxy access

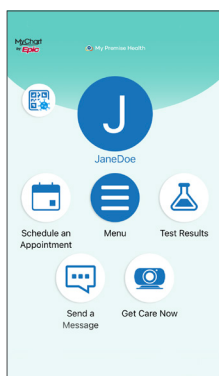
Granting your loved ones or caretakers with proxy access to your My Premise Health account allows them to view your health information. They do not have to be a Premise Health member. With proxy access, they can help you schedule appointments, manage treatment plans and more.

Before granting proxy access, you will need to register for a My Premise Health account.

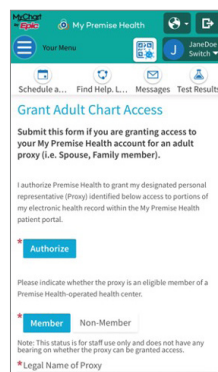
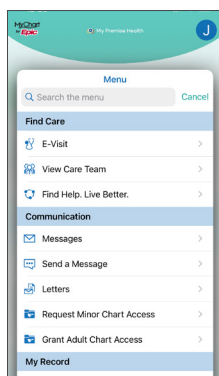
The image shows the My Premise Health login interface. It features a teal header with the My Premise Health logo. Below the header, there are input fields for 'Username' and 'Password'. A red 'Log in' button is positioned below the password field. Below the login button, there is a link for 'Forgot Password or Username?'. At the bottom, there is a section for users who 'Don't have an account?' with a 'Sign up now' button.

- 1 Log in to your account on the My Premise Health app or online at mypremisehealth.com. If you don't have an account, you can create one using the "Sign Up Now" option. If you need help signing up, click on "Contact Support" for assistance.

- 2 Select "Menu."

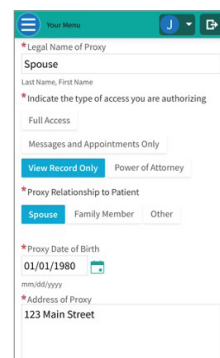


- 3 Choose "Grant Adult Chart Access" under the "Communication" section.

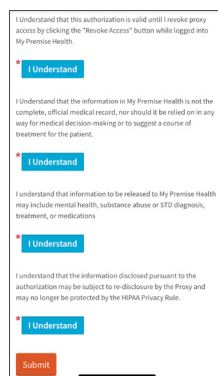
The image shows the 'Grant Adult Chart Access' form in the My Premise Health app. It features a teal header with the My Premise Health logo and a user profile icon. Below the header, there is a section titled 'Grant Adult Chart Access' with a subtitle 'Submit this form if you are granting access to your My Premise Health account for an adult proxy (i.e. Spouse, Family member)'. The form includes a section for 'Authorize' with a 'Member' radio button selected. Below this, there is a section for 'Please indicate whether the proxy is an eligible member of a Premise Health-operated health center.' with a 'Member' radio button selected. At the bottom, there is a section for 'Legal Name of Proxy'.

- 4 Follow the prompts to fill in the information about the person you'd like to grant access to your account.

- 5 You can also choose whether you want to allow "Full Access" or only certain actions within your account.

The image shows the 'Proxy access' form in the My Premise Health app. It features a teal header with the My Premise Health logo and a user profile icon. Below the header, there is a section titled 'Legal Name of Proxy' with a text input field. Below this, there is a section for 'Indicate the type of access you are authorizing' with radio buttons for 'Full Access' and 'Messages and Appointments Only'. Below this, there is a section for 'Proxy Relationship to Patient' with radio buttons for 'Spouse', 'Family Member', and 'Other'. Below this, there is a section for 'Proxy Date of Birth' with a date input field. At the bottom, there is a section for 'Address of Proxy' with a text input field.

- 6 Confirm that you understand your request to grant proxy access and click "Submit" to complete the request.
- 7 Your request will go to your wellness center for verification and approval.

The image shows the 'I Understand' form in the My Premise Health app. It features a teal header with the My Premise Health logo and a user profile icon. Below the header, there is a section titled 'I Understand' with a subtitle 'I understand that this authorization is valid until I revoke proxy access by clicking the "Revoke Access" button while logged into My Premise Health.' Below this, there are three sections, each with a subtitle and a text input field: 'I understand that the information in My Premise Health is not the complete, official medical record, nor should it be relied on in any way for medical decision-making or to suggest a course of treatment for the patient.', 'I understand that information to be released to My Premise Health may include mental health, substance abuse or STD diagnosis, treatment, or medications', and 'I understand that the information disclosed pursuant to the authorization may be subject to re-disclosure by the Proxy and may no longer be protected by the HIPAA Privacy Rule.' At the bottom, there is a red 'Submit' button.