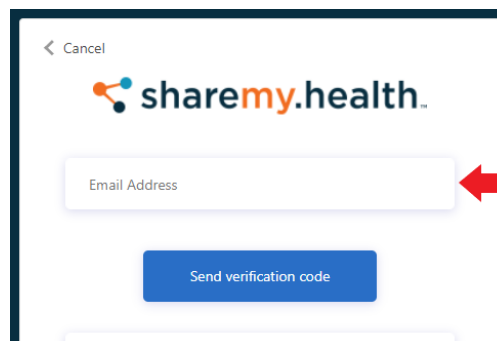


sharemy.health™ Registration

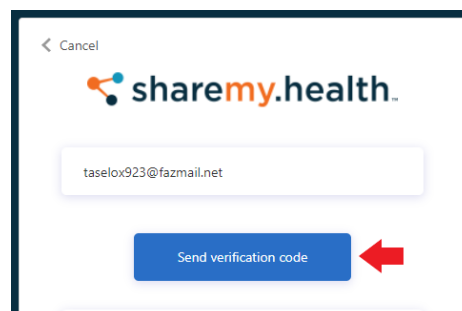
1. To begin you must first navigate to the app by going to app.sharemy.health/consent (yes there is no .com since .health is the actual domain).
2. Click on “Sign up now” on the bottom right corner of the login window.



3. Type in your **@mariacollege.edu or @sphp.com** email address in the “Email Address” box at the top.



4. Click the blue “Send verification code” button to have a verification code sent to your email address.



5. In a new window/tab, open your **@mariacollege.edu or @sphp.com** email account and find the email from "Microsoft on behalf of Share My Health Identity" entitled "Share My Health Identity account email verification code". Open it up. It may take a minute before the email appears in your inbox, just keep refreshing your inbox.

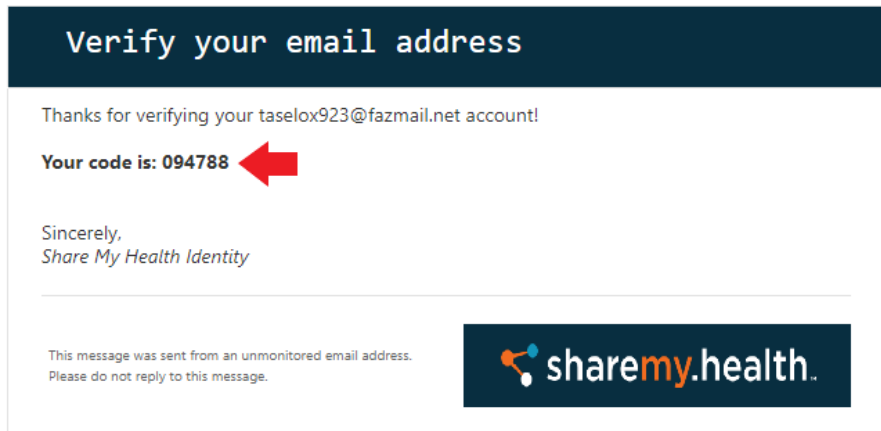


Microsoft on behalf of Share My Health Identity
msonlineserviceteam@microsoftonline.com

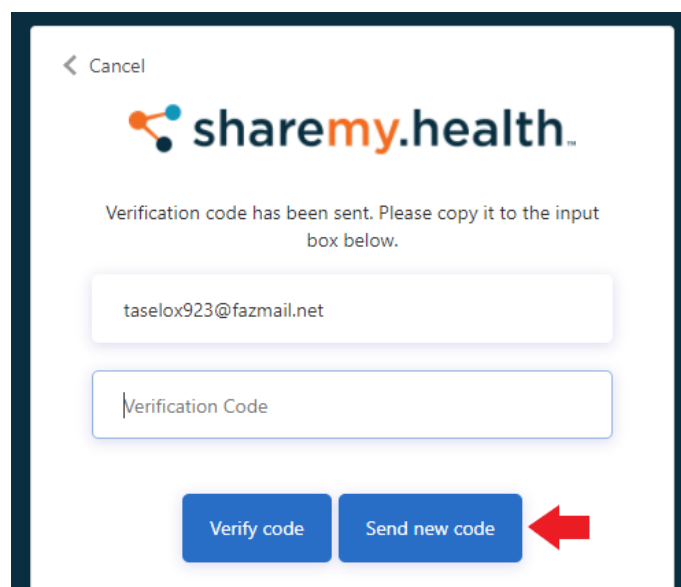
Date:

10-08-2020 10:06:31

Subject: Share My Health Identity account email verification code



If after more than 5 minutes the email hasn't arrived or if you wait too long and your code expired, then click on the "Send new code" button in the app to have a new verification code sent.



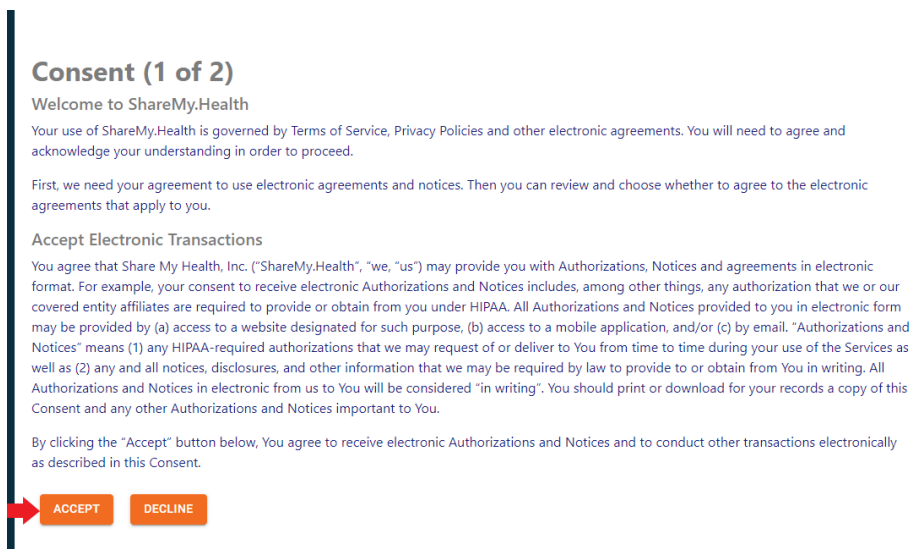
- In the email you will find a verification code. Copy that verification code into the "Verification Code" box on the ShareMy.Health registration page and click "Verify code".

A screenshot of the ShareMy.Health mobile app interface for entering a verification code. At the top left is a back arrow and the word "Cancel". Below is the ShareMy.Health logo. A message reads: "Verification code has been sent. Please copy it to the input box below." There are two input fields: the first contains the email address "taselox923@fazmail.net" and the second contains the verification code "094788". At the bottom, there are two blue buttons: "Verify code" (with a red arrow pointing to it from the left) and "Send new code".

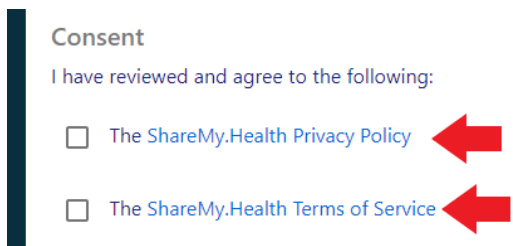
- Fill out the rest of the registration form (new password, confirm new password, given name, surname, display name) and click the "Create" button to finish creating your account. *Note: your password must have a minimum of 8 characters, a maximum of 64 characters, and contain at least 3 of the following: a lowercase letter, an uppercase letter, a number, and a symbol.*

A screenshot of the ShareMy.Health mobile app interface for completing the registration form. At the top left is a back arrow and the word "Cancel". Below is the ShareMy.Health logo. A message reads: "The code has been verified. You can now continue." The email address "taselox923@fazmail.net" is shown in a greyed-out field with a blue "Change" button below it. There are three password input fields, each with a masked password of seven dots. Below these are three text input fields for "John", "Smith", and "John Smith". At the bottom, there is a blue "Create" button with a red arrow pointing to it from the right.

8. Once you have completed the registration process you will be taken to the first consent page. If for some reason you aren't redirected to the page illustrated below then manually go to app.sharemy.health/consent. Please read through the ShareMy.Health Terms of Service and click the "Accept" to accept the terms.



9. Now you are at the second consent page of the consent document. Please read through the page. There are two documents that are linked on the page that you are agreeing to. Please click on the link for each document and read through its contents.



Once you have read through the documents, click the check box next to each to indicate you have read through the document and agree to the contents therein.



10. Click "Accept" at the bottom of the page to signify you consent to all of the terms outlined on this page.

Consent


I have reviewed and agree to the following:

- The [ShareMy.Health Privacy Policy](#)
- The [ShareMy.Health Terms of Service](#)

By clicking "Accept" below, I am saying "Yes, ShareMy.Health may see and get access to my medical records through ShareMy.Health software and Soft Cell, and share that information with Albany Law and ACPHS. I have reviewed and agree to the ShareMy.Health Terms of Service and ShareMy.Health Privacy Policy."

By clicking "Decline" below, I am saying "No, ShareMy.Health may not be given access to my medical records for any purpose." Even if you click "Decline", state law allows medical providers treating you in an emergency to get access to your medical records.

By clicking "Accept" below, I intend to sign this Consent and to receive Notices and enter into Authorizations and agreements electronically.



11. Once you see the "Thank you" message you have properly filled out all of the consent forms and are fully registered. You will begin receiving the health assessment surveys the following morning. *Note: The assessment surveys will be texted to you in the morning each day. You do not log back into the app to view your assessment surveys. Your administrator will have access to the results and contact you if necessary.*

