How to Share your Record in MyChart

Share My Record is a feature that allows you to give adult family members or friends access to your health information in MyChart. Follow the steps below to invite someone to access your record.

1. Log into your Montefiore MyChart. Click on the Share my Record Activity in the Sharing section of the Menu as highlighted below.

2. Your screen will look like this. Click on the “Friends and Family Access” button as highlighted below to start sharing your record.

3. Your screen will look like this. From this page you will be able to see who has access to your record. You will also be able to see records that you have access to.
Click on “Invite Someone” as highlighted below.

4. Your screen will look like this. Enter the name and email address of the person you want to invite. *Please note, the person must be 18 or older and already have a Montefiore MyChart

5. Read the Terms and Conditions. Check accept and then click send invite to send an email to your friend/family member.
6. Your friend/family member will need to verify that they know you by entering your Date of Birth. Once the connection is successful, you will receive a notification that the process is completed.

How to Share your Record in MyChart – Mobile

1. Log into your Montefiore MyChart Mobile App. Open the Menu by clicking on the three dots as highlighted below. Then click on “Account Settings” as highlighted below.
2. Your screen will look like this. Click on the “Friends and Family Access” button as highlighted below to start sharing your record.

3. Your screen will look like this. From this page you will be able to see who has access to your record. You will also be able to see records that you have access to. Click on “Invite Someone” as highlighted below.
4. Your screen will look like this. Enter the name and email address of the person you want to invite. *Please note, the person must be 18 or older and already have a Montefiore MyChart

5. Scroll down and read the Terms and Conditions. Check accept and then click send invite to send an email to your friend/family member.

6. Your friend/family member will need to verify that they know you by entering your Date of Birth. Once the connection is successful, you will receive a notification that the process is completed.