## How to Manage Shared Access (Proxy)

## Select Profile

Sign in to your MyHealthPortal account. From the Home screen, click on the Profile button.

2 Select Shared Access

From the Profile menu options, click on Shared Access.



n in your Interior Health (IH)	Update Profile	
HealthPortal, use the preferences Preferences. For more information	Legislation Shared Access	
	🖶 Print	

## **3** Review, Modify or Delete Shared Access

Review the list of Portal users that have access to your portal. Click Back to Profile to

exit this screen.

Shared Access		
Shared Access displays all users that have access to this patient's portal.	<b>↓</b>	◀ Back to Profile
Your Users Active Access	Edit 🖍 Never Accessed More 🗸	ළු Activity Log
Contact Technical Support		

Click Edit to modify the information that can be seen by each user. Click on a checkbox to add or remove access to information. Click Save or Cancel.

Your Users	
Active Access	Cancel 🗙
myhealthportal@interiorhealth.ca	
Access Level	
Profile	Clinical Data
	Allergies, Appointments, Conditions, Health Summary, Health Tracker, Questionnaires, Reports, Results, Scanned Documents, and Visit History
	Save

Click Remove if you no longer want the user to have access to your health information. Click on OK to confirm removal (or Cancel).



Email: DHSupportDesk@interiorhealth.ca

