

Valleywise Health EpicCare Link – Existing Site








Site Administrator, log in to EpicCare Link

1. Open a web browser and go to <https://carelink.valleywisehealth.org>
2. Enter your Valleywise User ID and Password.

Request a New User Account, respectively.

3. Select the **Admin** tab and click **Account Request**.
4. On the **Account Requests** tab, click **+ Request New Account**.
5. Choose the type of account you want to create.

If you need to add users to an existing site...

 Site Administrator	Request access for a new site administrator
 Provider	Request access for a new provider
 Clinical Staff	Request access for a new clinical staff member
 Payor User	Request access for a new payor user
 Non-Payor User	Request access for a new non-payor user
 Research Monitor	Request access for a new research monitor
 Non-Clinician	Request access for a new non-clinical staff member

6. Enter the user's demographic information.
7. In the **User group** field, select the user group to which the user should belong.
8. If necessary, enter a comment about your request and then click **✓ Submit Request**.

After your request is processed, an email will be sent to you containing the new user's login information.



You can see the status of user requests that have been submitted in the Status column on the [Requests](#) tab.