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.

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.