Valleywise Health EpicCare Link – New Site

(to be completed by Administrator and/or Office Manager only)

Request a New Organizational Site Account

1. Open a web browser and go to EC Link at https://carelink.valleywisehealth.org
2. At the homepage, click **Request New Account,** then click **Request access for a new site**.

Request access for a new site

Site

3. Complete all required fields and address information, then click Next. (U.S. organizations must provide Site NPI).

Request a New Site Administrator User Account

4. Click **Request access for a new site administrator.**

Request access for a new site administrator

Site Administrator

5. Enter the user's demographic information and click **Accept**.

User Information

🛑 Name [Last,First]: [ ]

Basic Information

🛑 Date of birth: [ ] 🛑 Work e-mail: [ ]

🛑 Work phone: [ ]

User Address: Address: [ ]

City: [ ]

State: [▾] ZIP: [ ]

County: [▾]

Country: [▾]

Other

Comments: [ ]

Site Administrator

A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.

☐ Make this user a site administrator

6. Click **Verification**, verify CAPTCHA and then click **Submit Request**.

Upon approval, the request will be processed, and the Site Administrator will receive a letter containing instructions via their work email address.