



Personal Health Record- MyHealthNL: Enrollment

DECEMBER 2023



Personal Health Record Enrollment

Enrollment is easy if you already have the necessary requirements!

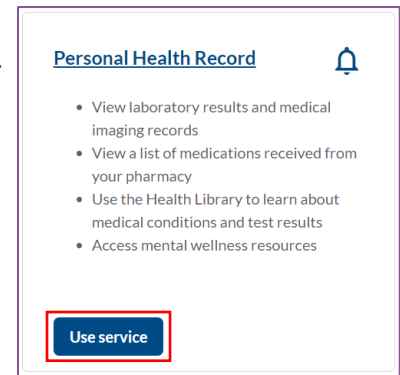
- ✓ You must be a citizen of Newfoundland and Labrador and be 16 years of age or older.
- ✓ You must have an active MyGovNL account. If you do not have a MyGovNL account, go to MyGovNL.ca and follow the steps to create one.
- ✓ You must have a valid, non-expired MCP card.
- ✓ You must have a valid, non-expired Government of Newfoundland and Labrador issued photo ID or driver's license.
- ✓ Two-factor authentication will be enforced as an extra security measure to access your Personal Health Record.

If you require assistance with any of the above, please reference the [How can we help?](#) section at MyGovNL.ca.

PART A

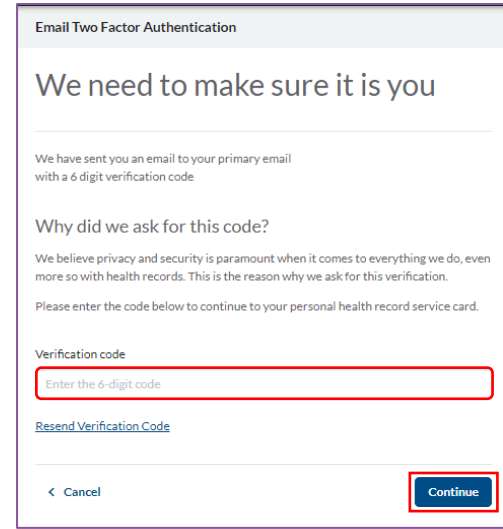
Follow the steps below to enroll for your Personal Health Record:

1. Go to MyGovNL.ca. Login to your MyGovNL account.
2. Select '**Use Service**' on the Personal Health Record service card.



3. If you have not already completed the two-factor authentication upon login, you will be prompted to do this now. Check your primary email inbox for an email from MyGovNL containing a 6-digit verification code. Enter this code here and click '**Continue**'.

Note: If you have enabled two-factor authentication on your MyGovNL account, and have already completed this step, you will not receive this prompt.



Email Two Factor Authentication

We need to make sure it is you

We have sent you an email to your primary email with a 6 digit verification code

Why did we ask for this code?

We believe privacy and security is paramount when it comes to everything we do, even more so with health records. This is the reason why we ask for this verification.

Please enter the code below to continue to your personal health record service card.

Verification code

Enter the 6-digit code

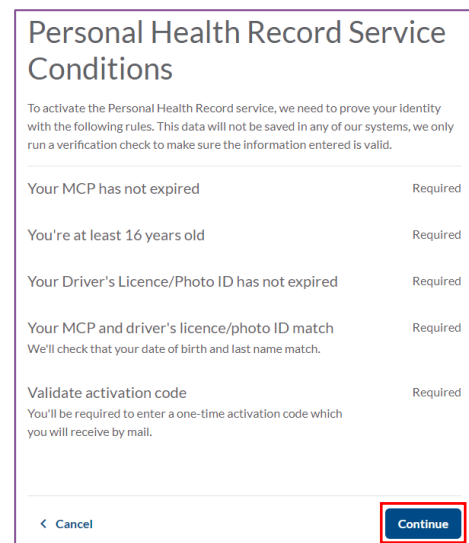
[Resend Verification Code](#)

< Cancel Continue >

4. The next screen will prompt you to accept the terms of use for the Personal Health Record. Read the terms of use, select the tick box, and click '**I Consent**'.

5. All service conditions will be listed. Click '**Continue**' and you will be prompted with steps to complete any condition(s) that have not yet been verified (e.g., linking your MCP and/or MRD, etc.)

Note: If you have already linked your MCP and/or MRD, these service conditions will appear as **Verified** instead of **Required**.



Personal Health Record Service Conditions

To activate the Personal Health Record service, we need to prove your identity with the following rules. This data will not be saved in any of our systems, we only run a verification check to make sure the information entered is valid.

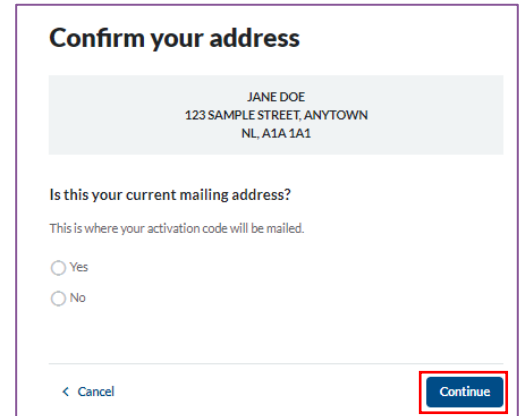
Your MCP has not expired	Required
You're at least 16 years old	Required
Your Driver's Licence/Photo ID has not expired	Required
Your MCP and driver's licence/photo ID match We'll check that your date of birth and last name match.	Required
Validate activation code You'll be required to enter a one-time activation code which you will receive by mail.	Required

< Cancel Continue >

- The final condition is to verify a one-time **Activation Code**. To ensure we mail this Activation Code to the correct person, confirm the name and address shown is correct.

Select '**Yes**' and click '**Continue**'.

Note: If the address shown is incorrect, select '**No**' and '**Continue**'. Before proceeding with enrollment, you will need to *change your address with MCP*. This service is found on your MCP service card at MyGovNL.



Confirm your address

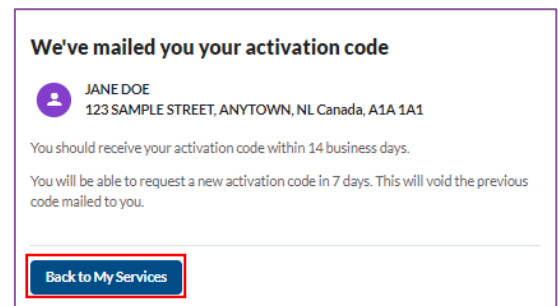
JANE DOE
123 SAMPLE STREET, ANYTOWN
NL, A1A 1A1

Is this your current mailing address?
This is where your activation code will be mailed.

Yes
 No

< Cancel **Continue**

- Please allow up to 14 business days to receive your Activation Code in the mail. For now, click '**Back to My Services**' and sign out.



We've mailed you your activation code

JANE DOE
123 SAMPLE STREET, ANYTOWN, NL Canada, A1A 1A1

You should receive your activation code within 14 business days.
You will be able to request a new activation code in 7 days. This will void the previous code mailed to you.

Back to My Services

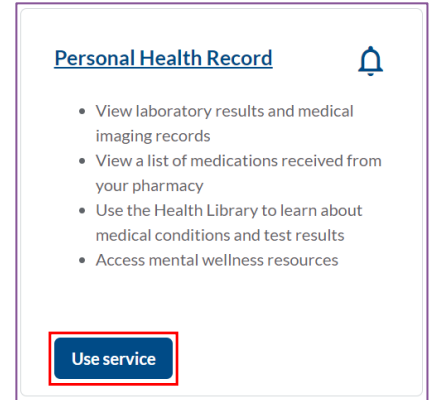
If you have any questions or need assistance with any steps in the above process, please email digitalgovernment@gov.nl.ca.

PART B

Once you receive your Activation Code in the mail, please follow the steps below. Your Activation Code will expire 60 days after it was issued.

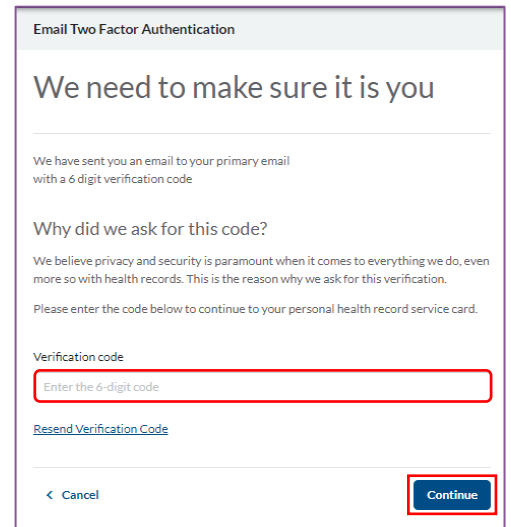
- Go to MyGovNL.ca. Login to your MyGovNL account.

2. Select **'Use Service'** on the Personal Health Record service card.



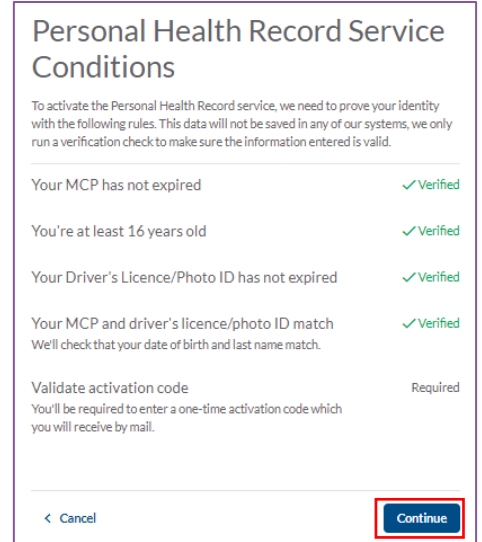
3. If you have not already completed the two-factor authentication upon login, you must do this now. Check your primary email inbox for an email from MyGovNL containing a 6-digit verification code. Enter this code here and click **'Continue'**.

Note: If you have enabled two-factor authentication on your MyGovNL account, and have already completed this step, you will not receive this prompt.



- The service conditions that are verified and those that are still required will be listed. Click **Continue**.

Note: If any of your service conditions have changed since you last logged in, you will be prompted to update at this time.



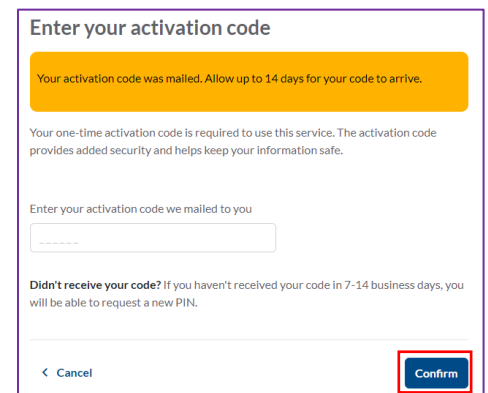
Personal Health Record Service Conditions

To activate the Personal Health Record service, we need to prove your identity with the following rules. This data will not be saved in any of our systems, we only run a verification check to make sure the information entered is valid.

Your MCP has not expired	✓ Verified
You're at least 16 years old	✓ Verified
Your Driver's Licence/Photo ID has not expired	✓ Verified
Your MCP and driver's licence/photo ID match We'll check that your date of birth and last name match.	✓ Verified
Validate activation code You'll be required to enter a one-time activation code which you will receive by mail.	Required

< Cancel Continue

- Enter the **Activation Code** you received in the mail. Click **Confirm**.



Enter your activation code

Your activation code was mailed. Allow up to 14 days for your code to arrive.

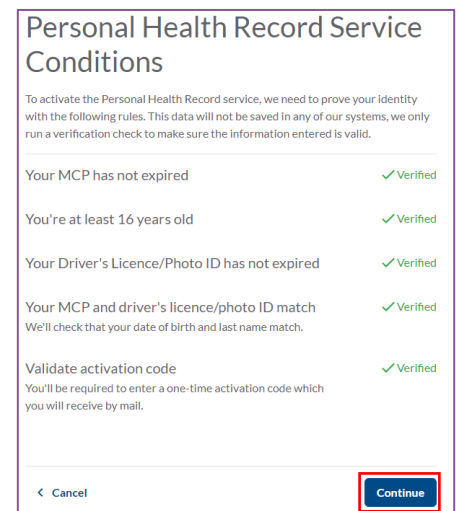
Your one-time activation code is required to use this service. The activation code provides added security and helps keep your information safe.

Enter your activation code we mailed to you

Didn't receive your code? If you haven't received your code in 7-14 business days, you will be able to request a new PIN.

< Cancel Confirm

- Once the Activation Code is confirmed, all service conditions should be listed as verified. Click **Continue**.



Personal Health Record Service Conditions

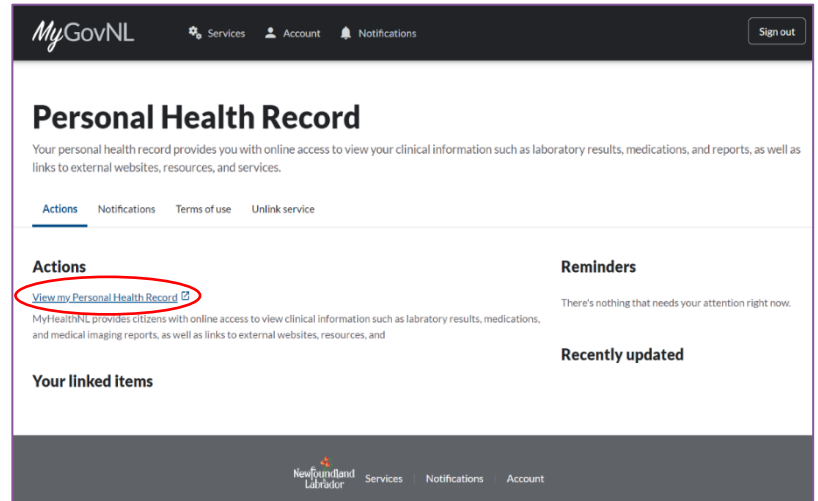
To activate the Personal Health Record service, we need to prove your identity with the following rules. This data will not be saved in any of our systems, we only run a verification check to make sure the information entered is valid.

Your MCP has not expired	✓ Verified
You're at least 16 years old	✓ Verified
Your Driver's Licence/Photo ID has not expired	✓ Verified
Your MCP and driver's licence/photo ID match We'll check that your date of birth and last name match.	✓ Verified
Validate activation code You'll be required to enter a one-time activation code which you will receive by mail.	✓ Verified

< Cancel Continue

7. Enrollment is complete!

Click ‘**View my Personal Health Record**’ to access your personal health record, MyHealthNL.



If you have any questions or need assistance with any steps in the above process, please email digitalgovernment@gov.nl.ca.

To learn more about how to use MyHealthNL, please refer to the document titled “*MyHealthNL: Overview*”.