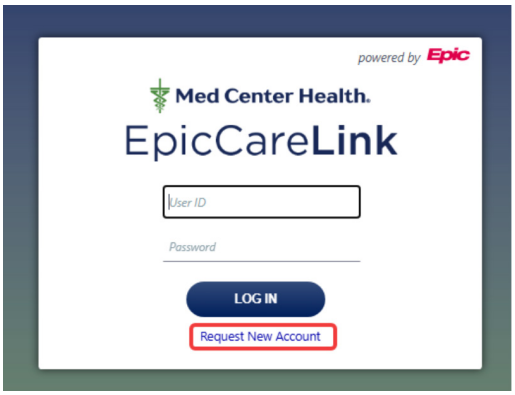
Med Center Health®

EpicCareLink

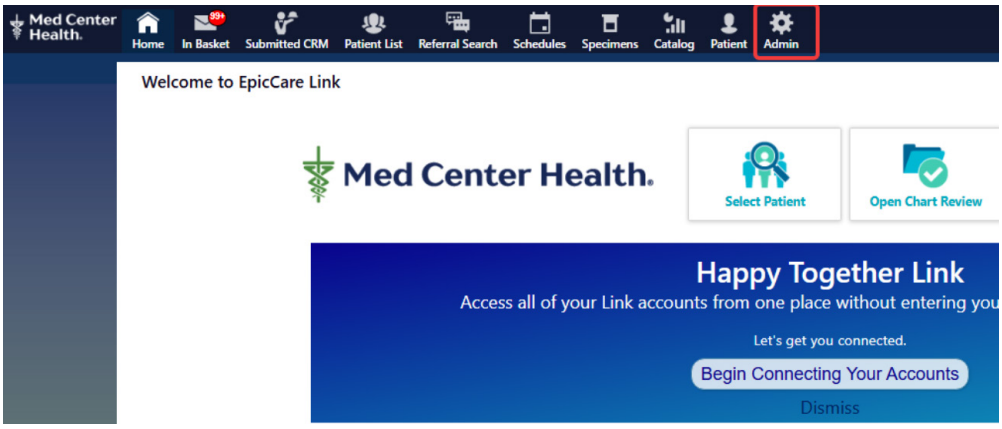
How to Submit New Account Requests from an Established Site

1. Log in to your EpicCare Link account.

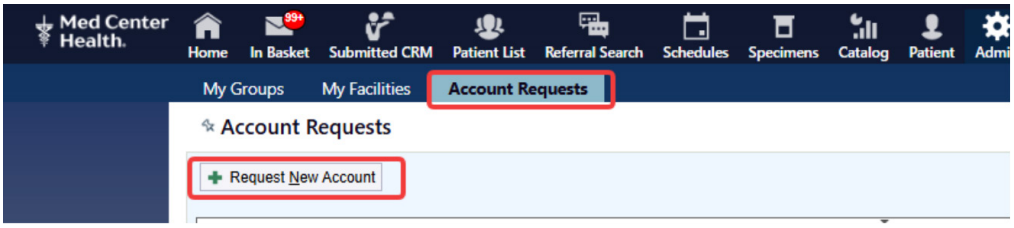
Note: Only Site Admins should be requesting new account requests.



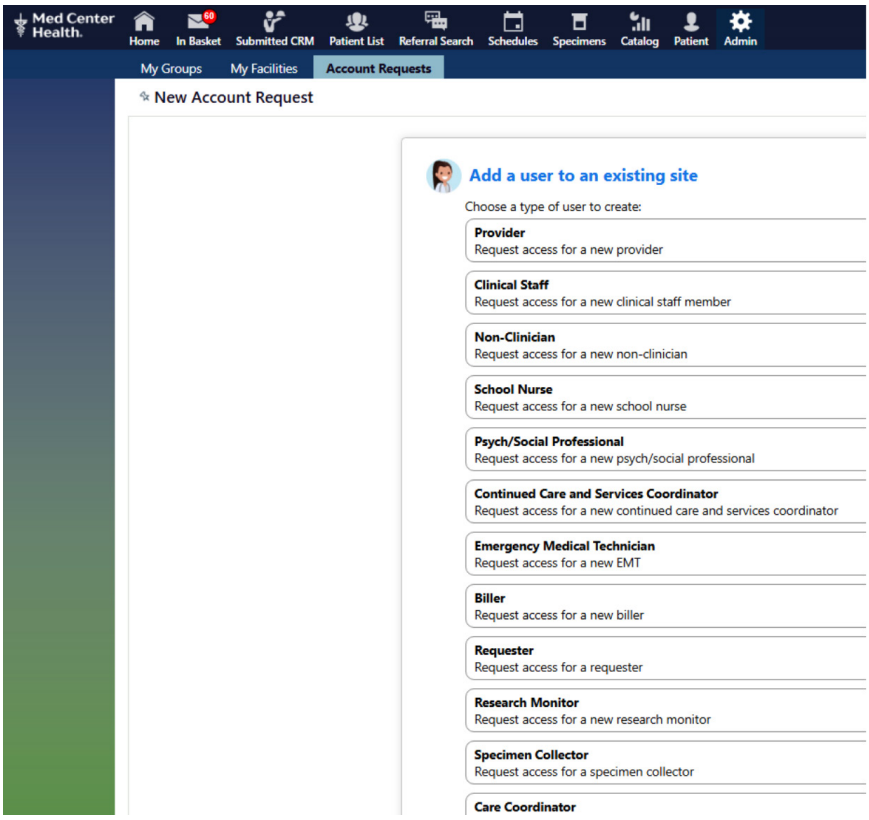
2. Go to the **Admin** tab.



3. Go to the **Account Requests** tab and click on the **Request New Account** button.



4. Select the appropriate role for the new user.



5. Fill out the user details on the next screen and select **Submit Request**.

Note: If your organization has an email domain, please enter **work email only**.

6. Carefully read the instructions on the confirmation screen.
7. Repeat steps 1-5 for each additional new user.