

STEP 1: GO TO YOUR MYCCLINK HOMEPAGE, AND CLICK THE LINK IN THE “SIGN UP YOUR KIDS FOR MYCCLINK” BOX.

The screenshot shows the myccLink homepage for user Jim (Me). The page features a navigation bar with icons for Health, Visits, Messaging, and Settings. A 'Welcome!' message is displayed at the top left. Below it, there are two notification boxes: one for messages (66 new) and one for preventive care services (3 due). A 'To Do' section lists overdue health reminders, including HIV screening, TDAP vaccine, and Flu vaccine. A calendar for September 2018 is shown on the right. A 'Quick Links' sidebar on the far right includes options like 'View Lab Results' and 'Send a message to your doctor'. A 'News & Features in myccLink' section is highlighted with a red arrow, featuring a box titled 'Sign Up Your Kids for myccLink' with a photo of a family and text: 'Parents: Do you have a child under age 12? Request online access to your child's medical record.'

STEP 2: FILL OUT THE FORM WITH YOUR CHILD’S INFORMATION AND CLICK “SUBMIT.” YOU WILL GET A RESPONSE WITHIN 72 HOURS.

The screenshot shows the 'Request to Access a Minor's Record' form in myccLink for user Tina (Me). The form is titled 'Request to Access a Minor's Record' and includes a note: 'Enter information about the minor to whom you are requesting access. All fields are required.' The form is filled out with the following information:

- Minor: Johnnie Smith, Male, DOB: 7/1/2018
- Additional information: Your phone: 925-555-5555, This minor is your: Child, If other, please specify: N/A

At the bottom of the form, there are two checkboxes: 'I certify that I have the legal right to this minor's medical information.' and 'Mark as confidential (only you will be able to view this message online)'. A red arrow points to the 'SUBMIT REQUEST' button.