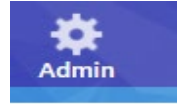**How to request site administrator access to EpicCare link**.
(Only site admin users can complete this process.)

1. Login to EpicCare Link.

2. Click the Admin button at the top of the screen.

3. Select account requests

4. Click the ✚ Request New Account button

5. Select the type of account that should be created for the new EpicCare Link user based on the user's role and/or credentials.

6. Fill out the required information and click the ✔ Submit Request button.

7. A printable confirmation page will display reminding you that request take between 10-14 days to be process.

Each location can have a total of 2 admin users (1 main & 1 backup) for EpicCare link. If the site administrator has left the clinic or is no longer available, please call the HSHS help desk at 877-403-4357 and have them put in an incident to get this access set up.