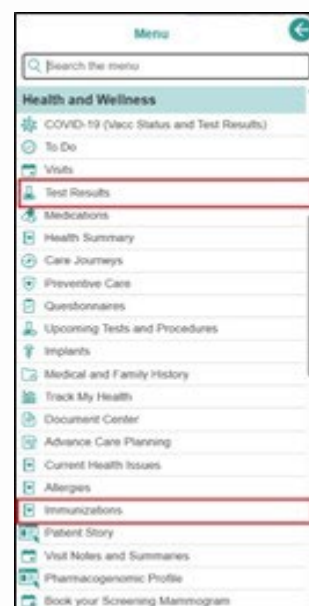


While MyChart portals may differ slightly, this guidance should help you locate, print, or save to pdf, your immunization records and test results.

1. Go to the MyChart on a computer (not a phone).
2. Open the MyChart Menu (gray icon in upper left).
3. Scroll down to Health and Wellness section.
4. Select either Test Results or Immunizations.
  - For Test Results each test must be opened and saved separately. Scroll down to find the test results you want and click to open.
  - Click on the Print icon (upper right) to open the print function.
  - Print or Save to pdf (if this option is available).
  - For Immunizations you should be able to print or save the entire report.
  - Click on the Print icon (upper right) to open the print function.
  - Print or Save to pdf (if this option is available).



**Note:** Your Name and Date of Birth **MUST** be included on each report page. Reports without name and DOB will not be accepted.

5. Return to Health On Track and follow the instructions to upload your documents. These documents will be used to satisfy your health requirements.