

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 (DOB) MUST be included on each report page. Reports without name and DOB will not be accepted. A reference range may also be required.

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