

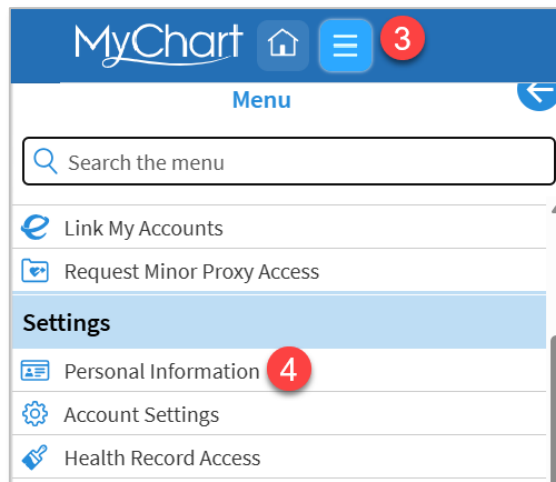
Updating Personal Information in MyChart

How patients can update their personal information in their MyChart account.

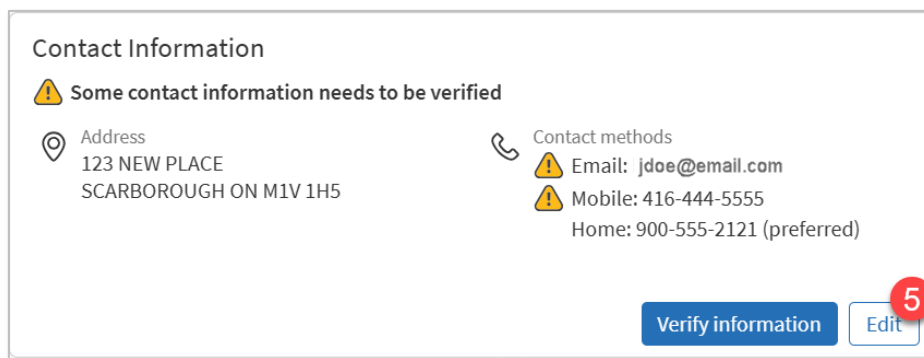
Update your Contact Information

You can update your address, phone number, email address, and other personal details at any time so that your clinic always has the most up-to-date information in your record.

1. Go to <https://mychart.ourepic.ca>
2. **Log in** to your MyChart account.
3. Go to **Settings**.
4. Select **Personal Information**.



5. Click **Edit** in the section for the information you need to update.



6. Confirm that your updated information is correct.
7. Click **Save Changes**.

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Update Details About Me

The Details About Me section captures information such as a free-text section to capture your preferred name, marital status, gender identity, pronouns, sexual orientation, and sex assigned at birth.

1. Click on the **More About Me** link to see more information.
2. Click the **Edit** button to update this information.

A screenshot of the "Details About Me" section in a MyChart account. The section title is "Details About Me" with a link "Learn more about these terms". Below the title is a "More about me" link with a red circle containing the number "1". The section contains four fields: "Marital status" with the value "Single", "Gender identity" with the value "Not Listed", "Pronouns" with a dropdown arrow, and "Sexual orientation" with the value "Other". Below the "Sex assigned at birth" field, there is an "Edit" button with a red circle containing the number "2".

| | | |
|-----------------------------|--------------------------------|---------------|
| Marital status Single | Gender identity Not Listed | Pronouns — |
| Sexual orientation Other | Sex assigned at birth Other | |

3. Confirm that your updated information is correct.
4. Click **Save Changes**.

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Last Updated: 5/6/2026 by Brad Whitehead



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Update your Emergency Contact's Information


An emergency contact is a designated individual who can be reached in urgent situations to provide assistance, relay information, or make decisions on your behalf in case of illness, injury, or other emergencies. You can assign more than one emergency contact in MyChart.


1. To add a new Emergency Contact, click on **+ An emergency contact**.
2. Enter as much information as possible including their name, address, contact information, and identify the relationship you have with this person.
3. Confirm that the information entered is correct.
4. Click **Save Changes**.
5. To change the information in an existing contact, click  **Edit**.
6. Update the information as needed.
7. Confirm that the information entered is correct.
8. Click **Save Changes**.
9. To delete a contact, click  **Remove**.


Emergency Contacts


These people may be contacted in the event of an emergency.


John Doe (Primary)
Son

 Address
123 Anywhere Ave
Scarborough ON M1E 4B9

 Contact methods
Email: —
Mobile: 900-555-4567

 Edit

 Remove

 Add a contact

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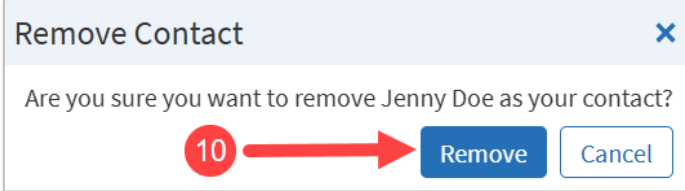
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10. When prompted, click **Confirm** to remove the contact.

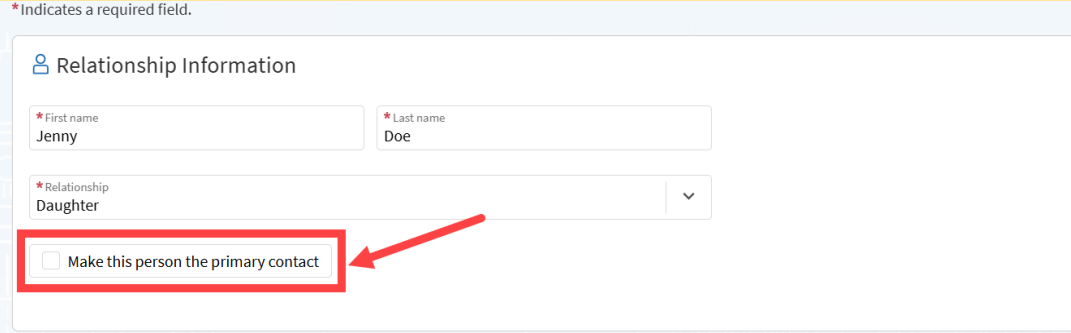


Remove Contact ✕

Are you sure you want to remove Jenny Doe as your contact?

10 →

If you have more than one (1) Emergency Contact listed, identify the first person to be contacted by checking the “Make this person the primary contact” checkbox when editing the contact.



! *Indicates a required field.

Relationship Information

* First name Jenny * Last name Doe

* Relationship Daughter

Make this person the primary contact

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