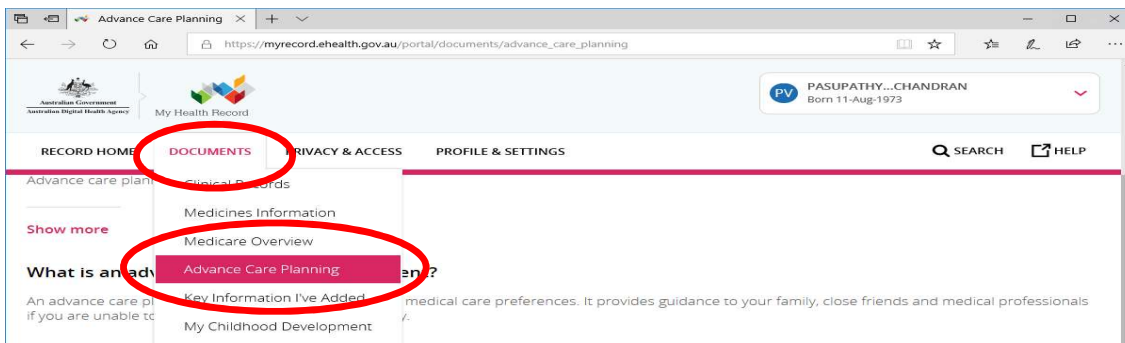


How to upload your Advance Care Planning document to your My Health Record

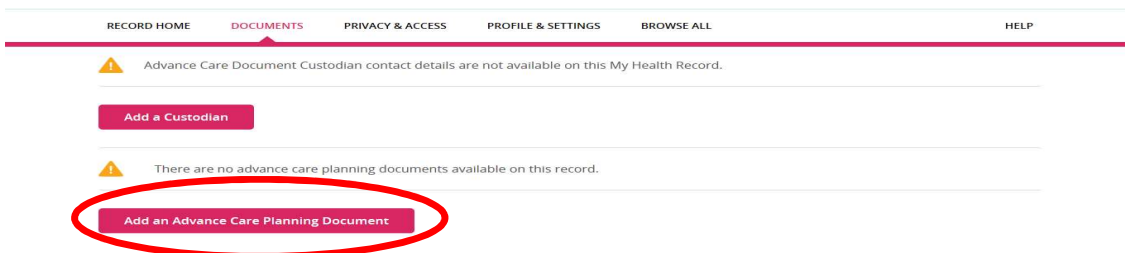
Step 1: Sign in My Health Record using your *myGov* account log in details (as usual)

The screenshot shows the myGov login interface. It includes a header with the Australian Government logo and the myGov text. Below the header, there are two input fields: 'Username or email' and 'Password'. A red arrow points to the 'Username or email' field, and another red arrow points to the 'Password' field. Below the password field is a 'Show' button and a 'Forgot password' link. To the right of the login fields is a section titled 'What is myGov?' which describes it as a simple and secure way to access government online services, followed by a list of services including Australian JobSearch, Australian Taxation Office, Centrelink, Child Support, Department of Veterans' Affairs, HousingVic Online Services, Medicare, and My Aged Care.

Step 2: In your My Health Record, go to *DOCUMENTS* tab and then click on *Advance Care Planning*



Step 3: Click on *Add an Advance Care Planning Document* (please note, at this stage, you also can add custodian details by clicking *Add a Custodian*)



Step 4: Browse and open your PDF Advance Care Planning document and click on *Next*. Please note, at this stage, you also need to provide date, your *Family Name* and your *Contact Number*.

RECORD HOME DOCUMENTS PRIVACY & ACCESS PROFILE & SETTINGS BROWSE ALL HELP

When uploading a document, you must complete all fields

Select a PDF file to upload

When was this document last updated?

Family Name

Contact Number

Step 5: Click on *Save* to upload the document and then you will receive an acknowledgement your document has been uploaded

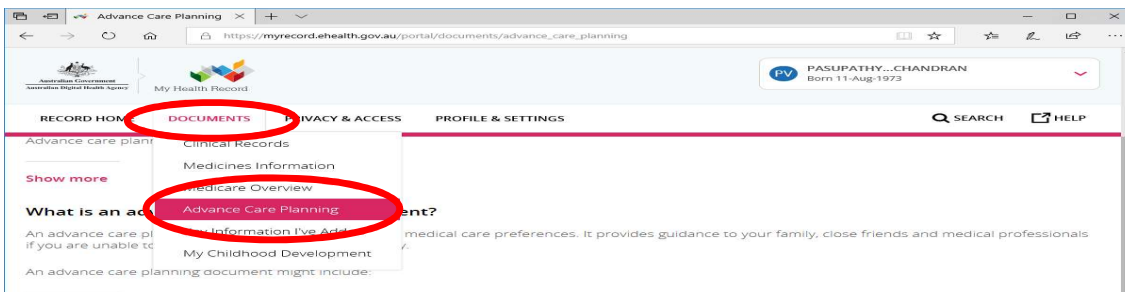
RECORD HOME DOCUMENTS PRIVACY & ACCESS PROFILE & SETTINGS BROWSE ALL HELP

1 2

Review and Save Advance Care Planning Document

How to view your Advance Care Planning uploaded document in your My Health Record

Follow the above Step 1 and Step 2, then you will see the following screen. Click on the document to open. You also can remove you previous document from your My Health Record.



www.myhealthrecord.gov.au