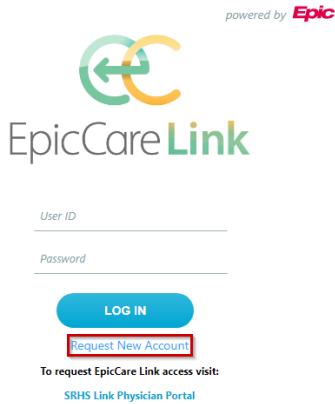# Request a New Account in EpicCare Link

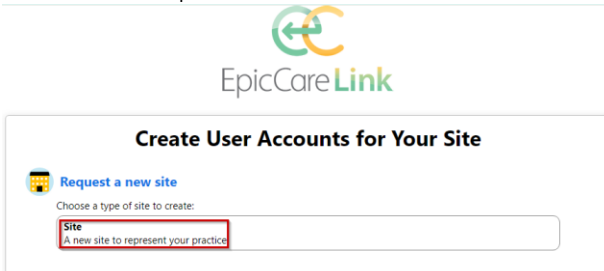To request a new account in EpicCare Link, follow the steps below:

Try It Out

1. Click the following link: **https://epiccarelink.et0939.epichosted.com/EpicCareLink_PRD**.
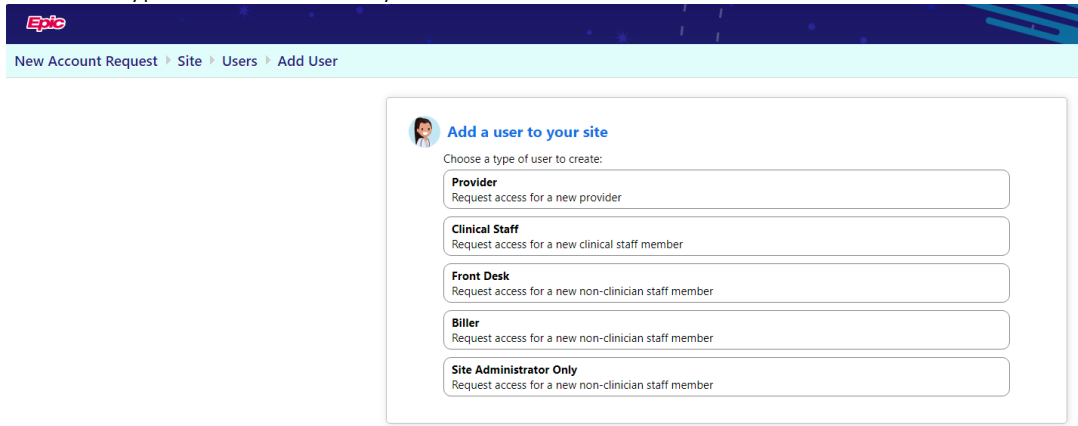
2. Click **Request New Account**.
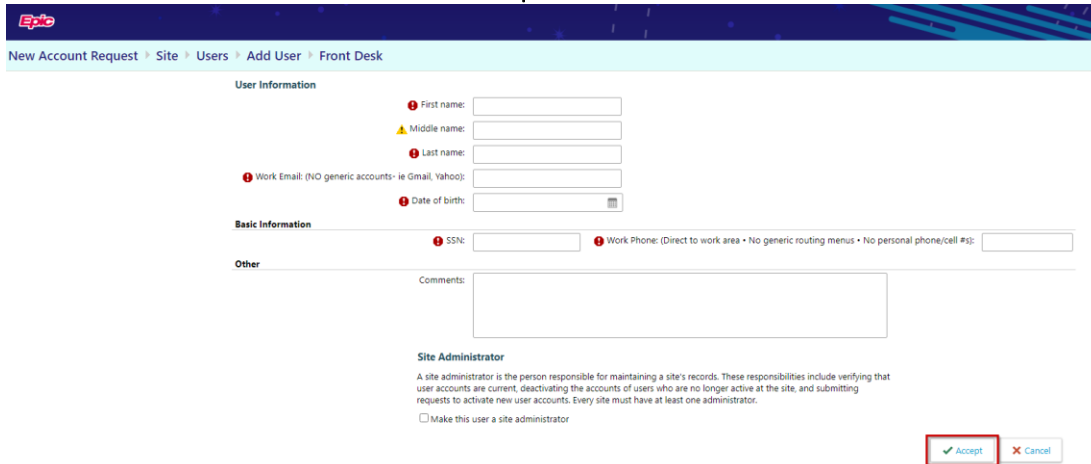

3. Click **Site** to request a new site.

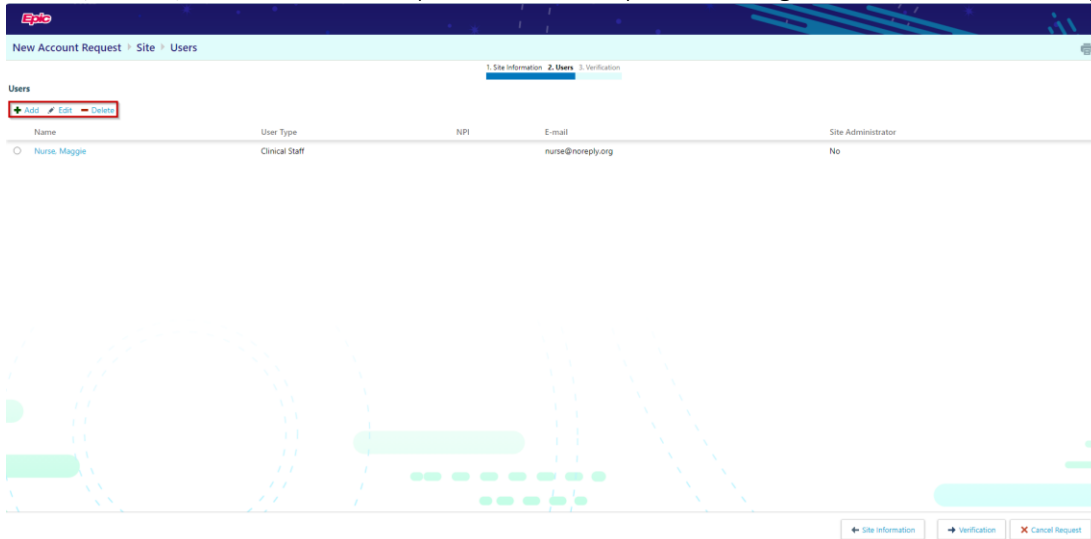4. Fill in the demographic information for the site and click **Next**.

5. Choose a type of user to add to your site.

6. Fill in the user information and click ✔ **Accept**.

7. ➕Add, ✏ Edit, or ➖Delete users. (Note: You are required to designate a site administrator.)

8. Once you have reviewed the users, click ➡Verification. (Note: If Verification is grayed out, you have not selected a site administrator. Review the Site Administrator column of the dashboard.)
   a. To update a user to a site administrator, click the users name from the list of users.
   b. Select the checkbox on the form to designate the selected user as a site administrator.

   c. Click ✔Accept to return to the list of users.

9. Review the Terms and Conditions and fill in the verification information. Click ✔**Submit Request**.

10. Click ✔ OK when the Confirmation appears.

11. You will receive an email to verify your email address. Validate your email for SRHS Link with the included hyperlink.
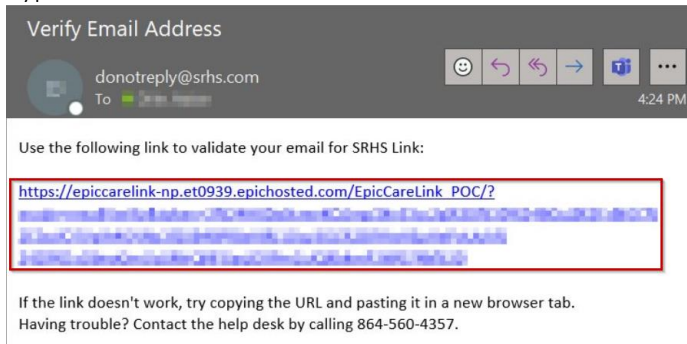
12. Once you have validated your email address, a screen will appear notifying you that your email address is verified.
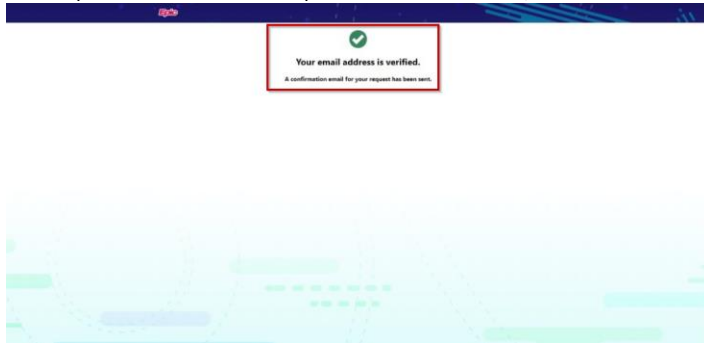
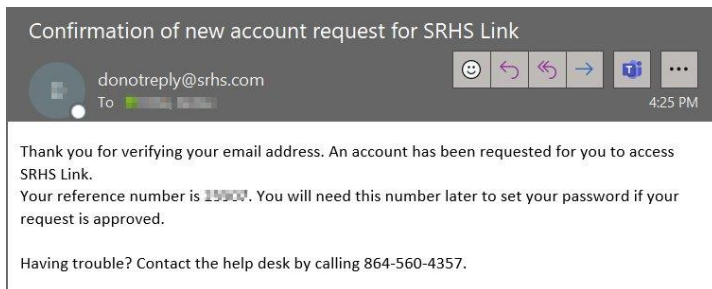13. You will receive an email with confirmation of a new account request for SRHS Link.

14. If your request is approved, you will receive an email notifying you that the SRHS Link account has been provisioned. The review process can take 10-15 days. The email will include your login information. (Note: You must call the SRHS Help Desk at (864)560-4357 to reset your password prior to logging in.)
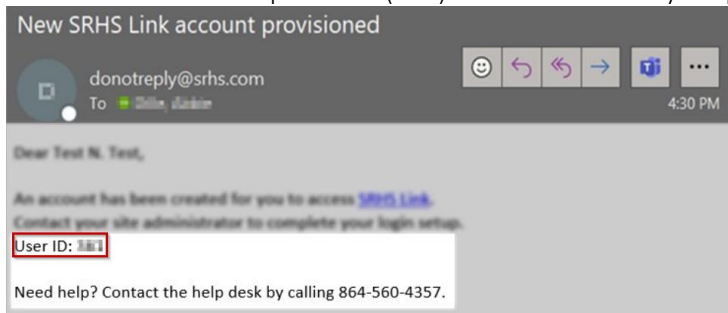
Please email linkaccess@srhs.com for any questions regarding requesting a new account in EpicCare Link.