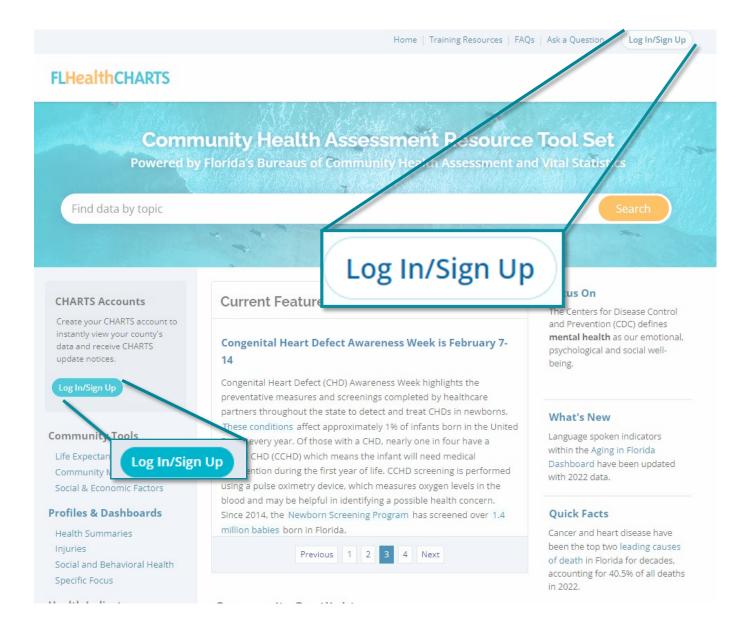






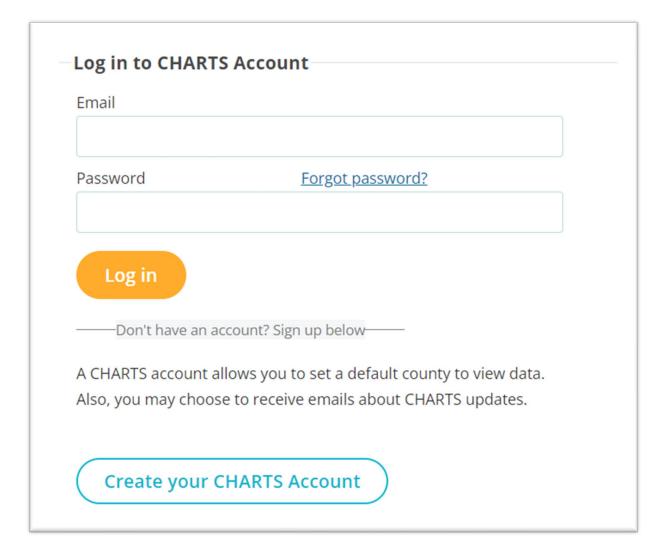
### Creating your **CHARTS Account**

Select the "Log In/Sign Up" link at the top of the page or on the left menu.



# Creating your CHARTS Account

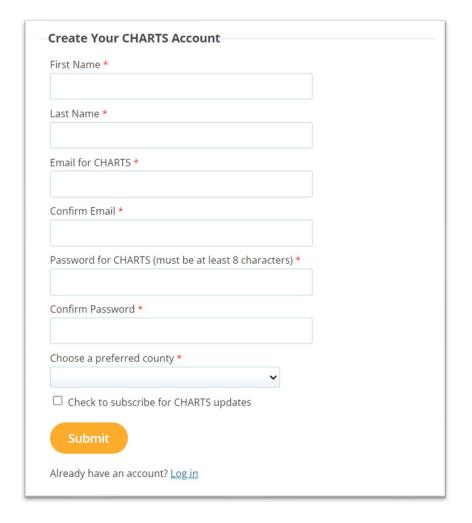
If you do not already have an account, click the "Create your CHARTS Account" button.





# Creating your CHARTS Account

Fill out the form on the "Create Your CHARTS Account" page.

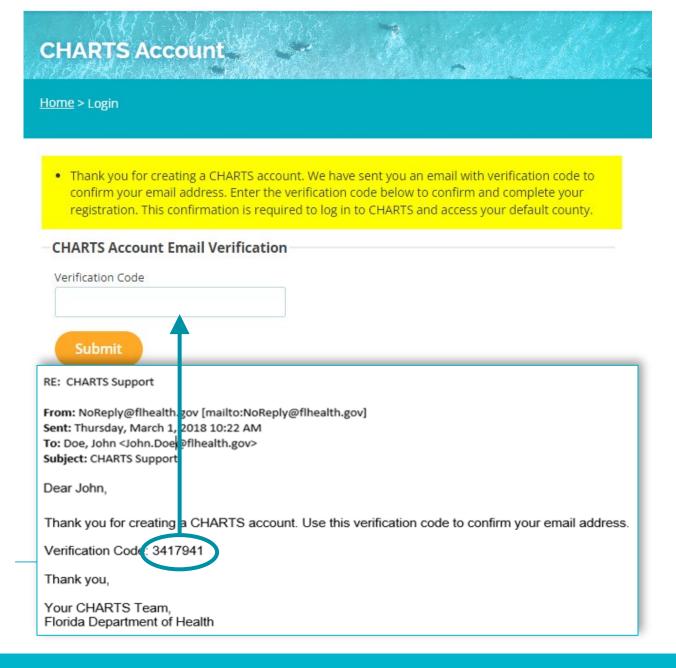


Your account information is not shared. It is only used to access the CHARTS web pages with your preferred county, create saved reports, and allow the CHARTS staff to send a monthly email about updates and changes to the site.

# Creating your CHARTS Account

Enter the verification code provided in the email message to confirm and complete your registration.

Check your email for NoReply@flhealth.gov—if you don't see the verification message, check the clutter or junk folder for the message.

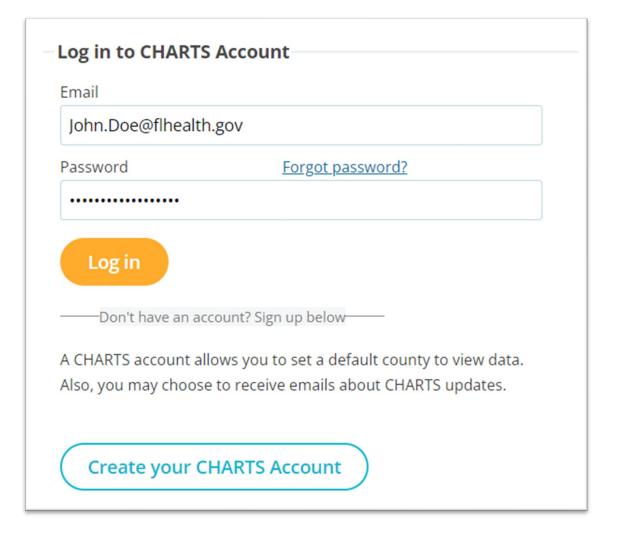


### Using Your CHARTS Account

- 1. Enter your email address
- 2. Enter your password
- 3. Click "Log in"

If you forgot your password, click "Forgot password?"

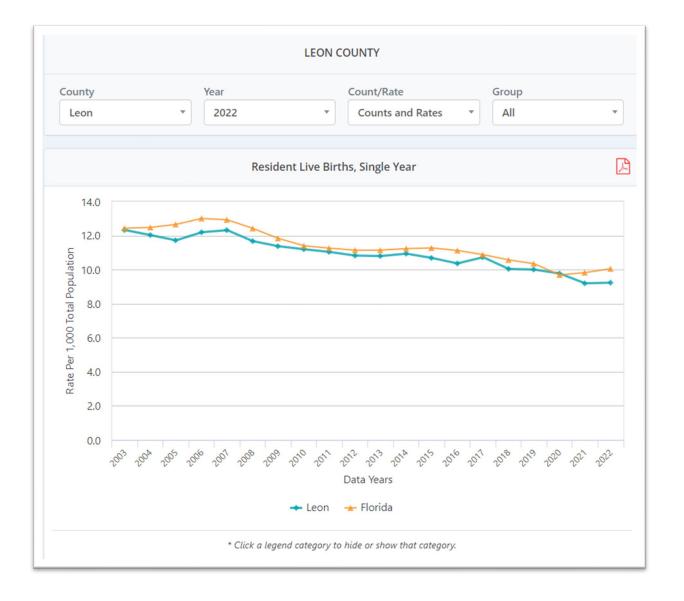
You will quickly receive an email with your password.



6

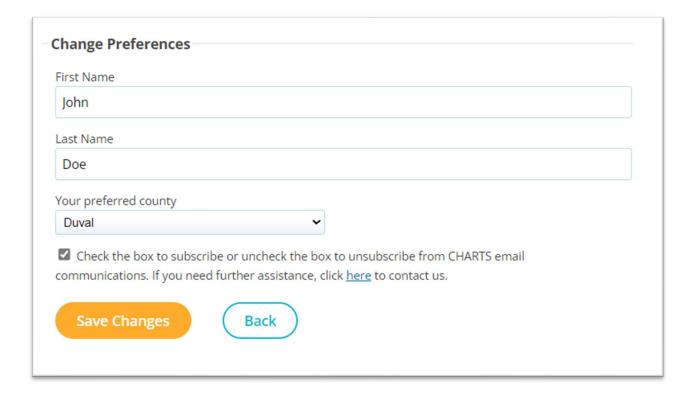
# Using Your CHARTS Account

Once logged in, the profiles, dashboards, and indicator pages will open to the county you selected in your preferences; in this instance, Leon County.



## Changing Your Preferences

- 1. While logged into CHARTS, click the settings icon
- 2. Click "Change Preferences"
- 3. Select your preferred county from the dropdown box
- 4. Subscribe or unsubscribe for CHARTS email updates using the checkbox
- 5. Click the "Save Changes" button



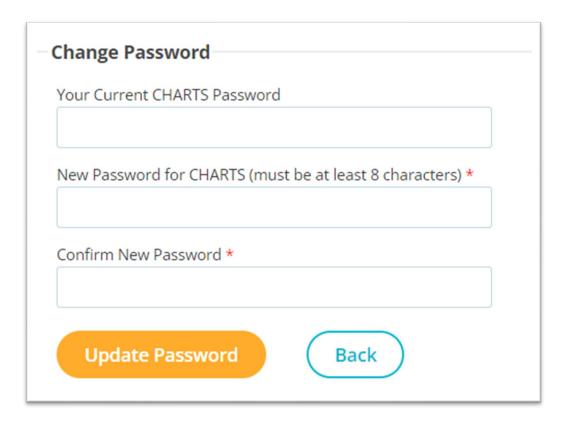
## Changing Your Email Address

- 1. Click the Settings icon
- 2. Click "Change Email"
- Enter your new email address
- 4. Enter your new email address again to confirm
- 5. Click the "Update Email" button

| Change Email   |
|--|
| Change Linan   |
| Your Existing Email  |
| John.Doe@flhealth.gov  |
| Note: When updating your email address, we will send an email to your new address. You will need to follow the instructions in the email to confirm your new address. Without this confirmation, you will not be able to log in to CHARTS. |
| Your New Email   |
|  |
| Confirm Email  |
|  |
| Update Email Back  |

### Changing Your Password

- Click the Settings icon
- Click "Change Password"
- Enter your current password and your new password
- Enter your new password again to confirm it
- 5. Click the "Update Password" button



10

### Get Help

"Ask A Question" is at the top of the page.

Anyone can send us a question; you don't need to be a registered user! Just click "Ask a Question."

We'll answer your question as soon as possible!

