UPDATING YOUR MERCY PRIVIT ACCOUNT

Step 1: Log in to your account as the Parent/Guardian name

https://mercymarlins-mi.e-ppe.com

Step 2: Select Student tab

1. Click Student Name tab on the left side of the home page.

Step 3: Join Class & Team(s)

From the Home screen you will see a tab that says **Joined Grade Level/Teams**. Click the blue tab next to Joined Teams and a new page will open. Check the box next to the appropriate grade and on teams your student plans to join (*e.g., Class of 2021, Transfer Student, PE, & Lacrosse*). Then click **Done** at the bottom of the page when finished.

Step 4: Update forms

Click on the blue Update link for each form.

Please be as thorough as possible when completing Medical & Emergency information.

While we hope to never need it, it is important to have complete and accurate information in the event of an emergency.

1. There are five forms necessary for all Mercy Students to complete:
   - Personal Details
   - Emergency Verification Form
   - Concussion Form
   - Permissions Form
   - Medical Treatment Release Form
2. Athletes and those taking a PE course will require additional forms, as well as a valid Physical (performed and dated by MD, DO, PA, or NP on/after 4/15/2019):
   - Pre-Participation History Form
   - Communication Authorization
   - Assumption of Risk
   - Completed Physical Form
3. A pop up will appear to save the updated document. Click **Continue** to update.
4. A pop up will appear to review or sign the document. Click the blue **Sign** button and you will be taken to signature page. Click to attest to veracity of information. You have the option of signing on behalf of your daughter as well.
   - If signing for your daughter as well, click to acknowledge for her as well.
5. Click the blue **Sign Document** button.
6. Click the blue **Done** button to return to the Forms page.
7. Repeat for remaining forms.

IMPORTANT: Please do NOT ARCHIVE Documents.

Step 8: Print a Physical Form

Once you have completed the Pre-Participation history Form, you can print and bring completed form to healthcare provider for signature.

1. From your student's Home screen, scroll down to **Print Documents.**
2. Click **Print** next to the Pre-Participation History Form.
3. Print as you normally do from your device, take form to health care provider.

Step 9: Upload a Physical Form

A valid physical must be signed and dated by a Physician, Physician's Assistant, or Nurse Practitioner on or after 4/15/2019.

1. Scan the signed physical form, or use your phone/tablet to take a CLEAR picture.
2. From your student's Home screen, scroll down to **Manage Documents.**
3. Click the blue **Upload Document** option.
4. Select your saved scan/picture and Document Type (Completed Physical Form), then click **Upload**.

If you need assistance, please contact the Privit Help Center at 844-234-4357 (Monday – Friday 8:00 AM to 5:00 PM ET), visit www.support.privit.com, or email kmscalzi@mhsmi.org.

Once the required e-signatures have been applied to the necessary forms, the completed documents will be available for review. The **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at Mercy will update "Pending" or "Needs Update" **Clearance Status** after reviewing physical, the status is not automatically updated.