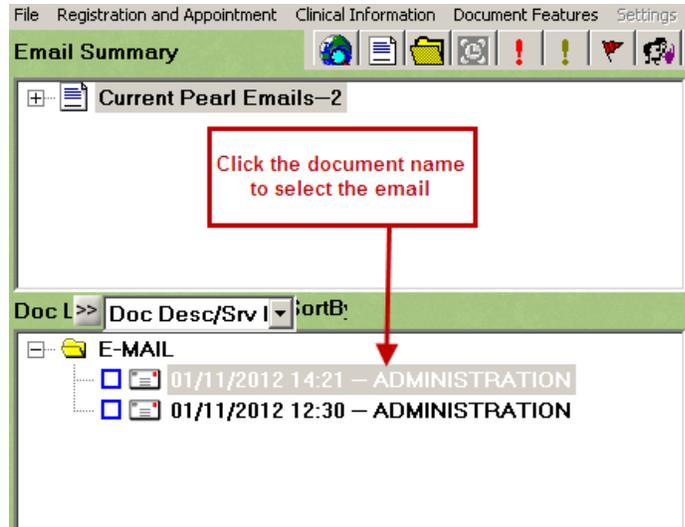


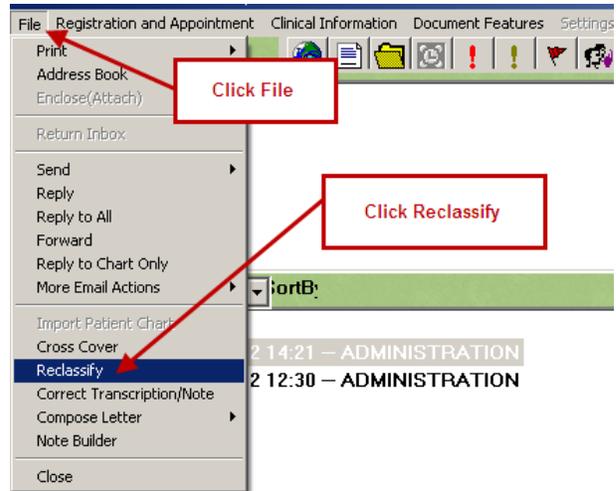
**Attachment D:
Correctional Managed HealthCare
Electronic Health Record
Standard Operating Procedure**

Change Sign User for Email

1. In email, open the document that needs to be sent to another user for signature.



2. Click **File** in the menu bar. Select **Reclassify**.

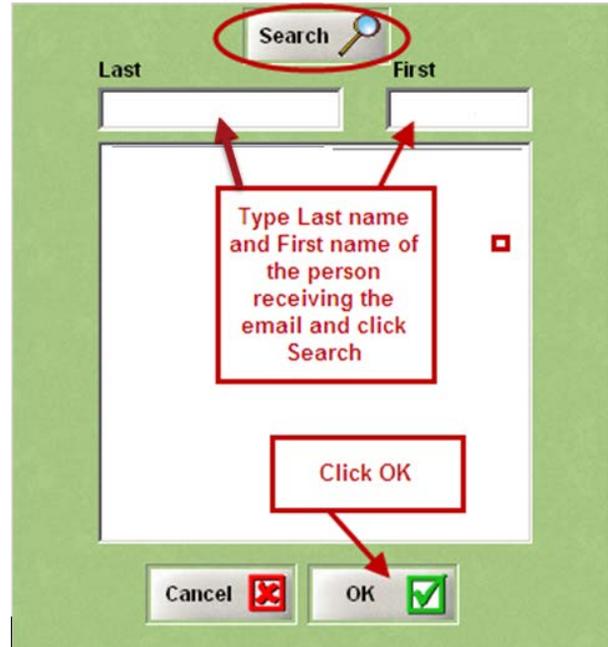


3. Click the **Change Sign User** button.



**Attachment D:
Correctional Managed HealthCare
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- 4. Type the Last and at least the first initial/name of the recipient and click **Search**.
- 5. Highlight the correct name and click **OK**.



- 6. Click **OK**.

