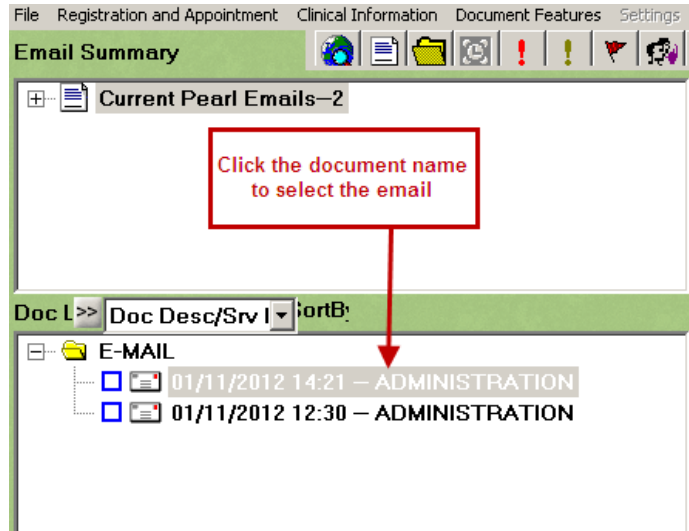


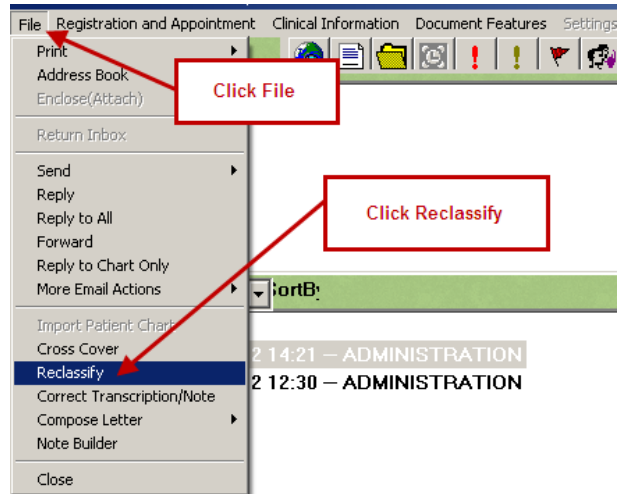
Attachment D: Correctional Managed HealthCare Electronic Health Record Standard Operating Procedure

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**.

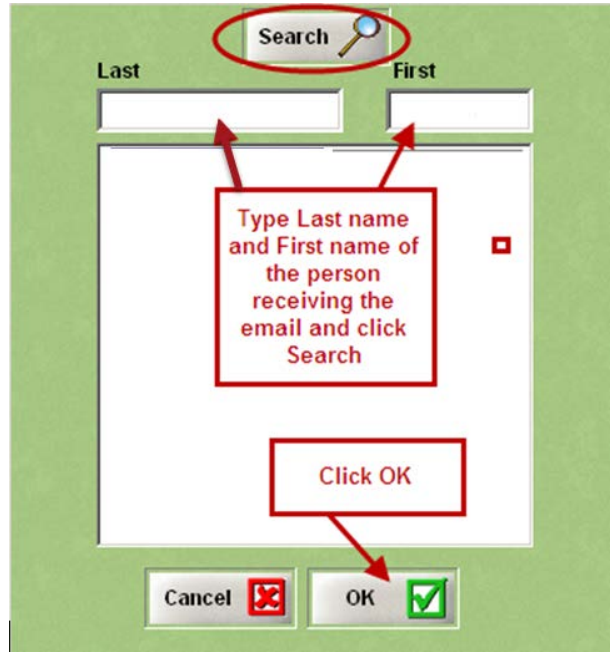


3. Click the **Change Sign User** button.



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

- 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**.

