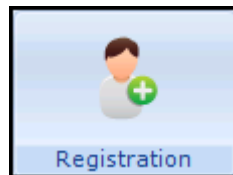
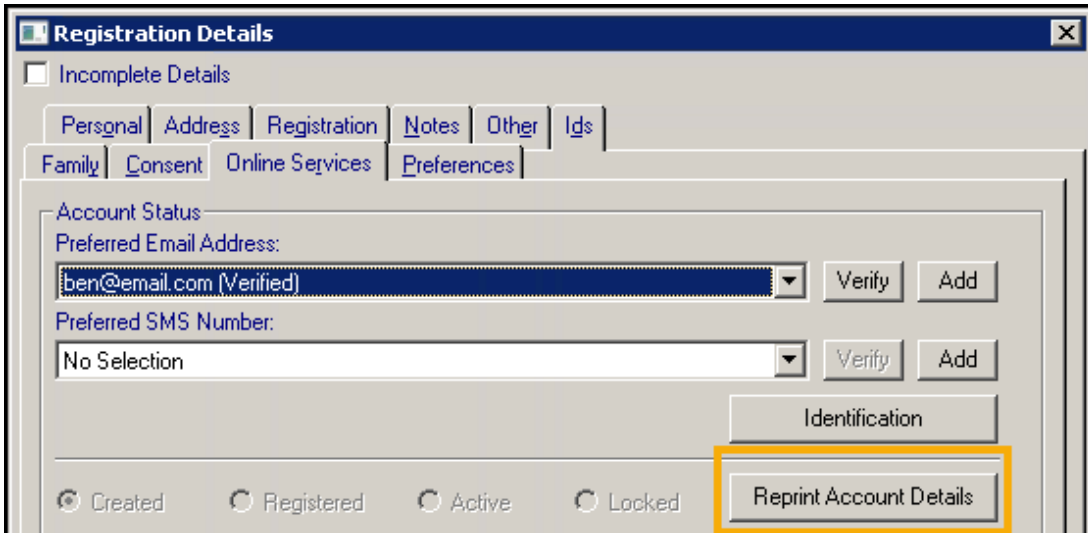


Reprinting an Online Services Registration Letter

You can reprint an online services **Registration Letter** should your patient mislay their original:



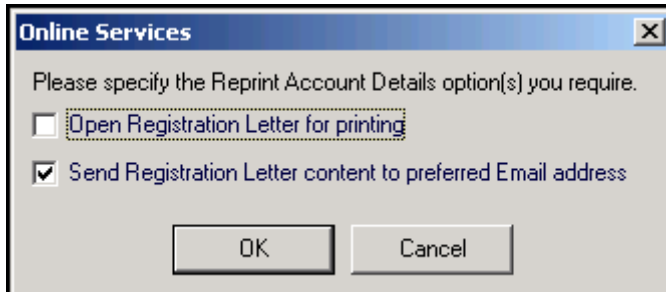
1. From **Registration**, select the patient you require.
2. Select **Online Services**.
3. Now, select **Reprint Account Details**:



The screenshot shows the 'Registration Details' window with the following elements:

- Account Status: Created (selected), Registered, Active, Locked
- Preferred Email Address: ben@email.com (Verified) [Verify] [Add]
- Preferred SMS Number: No Selection [Verify] [Add]
- Buttons: Identification, **Reprint Account Details** (highlighted)

4. You are offered the methods of reprint, tick as required from:
 - **Open Registration Letter for Printing.**
 - **Send Registration Letter content to preferred Email address:**



The screenshot shows the 'Online Services' dialog box with the following elements:

- Please specify the Reprint Account Details option(s) you require.
- Open Registration Letter for printing
- Send Registration Letter content to preferred Email address
- Buttons: OK, Cancel

5. Select **OK** to accept.
6. Print if appropriate.
7. Select **OK** to close.