Change DrChrono Account Email Addresses

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Change your email address as a provider Change staff members' email addresses as a practice administrator Change your email address as a staff member

Providers can update their DrChrono email address in **Account Settings**. Practice administrators can update staff members' email addresses in **Staff Members**, while staff members can update their own email addresses in **Staff Account Information**. New email addresses must use a domain approved by your practice group. The **Audit Log** tracks every time you update your email address.

To turn this feature off or allow new email domains, create a support case.

Change your email address as a provider

- 1. Select Account > Account Settings.
- 2. Select Change Email.

Accou	unt Se	ettings						
Profile	View	General	Email	Medical Billing	eRx Info	Se	rvices	Usage
		Doc	ctor ID	502782				
		Practice Gro	oup ID	500588				
		First	Name			0	Changing	your name
				support for more detail	S.			
		Last	Name	Provider				
		Sp	ecialty	Primary Care Physic	cian	~	+	
		Jo	b Title	Other		~		
		Tim	ezone	(GMT-7:00) US - Pa	cific	~		
		Salu	utation			~		
			Suffix					
		W	ebsite					
		Home	Phone			5		
		Office	Phone	(111) 111-1111				
		Cell	Phone	(222) 222-2222				
		Email Ac	ddress	@drchro	no.com		Change	e Email

- 3. Enter your new email address.
- 4. Select Send Verification Link.

Change Email	×
Enter your new email address. You will receive a verification emai address provided. Current Email	I at the new
@drchrono	
New Email	
Cancel Send Verif	ication Link

5. Select the verification link in the email.

A web page opens and shows a successful email verification message.

If you are set up for single sign-on (SSO), you must change the email address associated with your identity provider. Learn how to request SSO for your account.

Change staff members' email addresses as a practice administrator

- 1. Select Account > Staff Members > Staff tab.
- 2. Select Edit (for a specific staff member).

Providers	Staff	Groups						
Staff								
Login	Name	Email	Primary Provider	Cell	Home	Emer Acs	2-Fac Sec*	1
camilles	Camille S	Staff	Provider			~	Inactive Setup	Sedit Delete

3. Select Change Email.

Edit Office Staf	f	
First name	Camille	
Last name Primary Provider	Provider	~
Email address		Change Email

4. Continue from step 3 in the provider procedure.

Change your email address as a staff member

- 1. Select Account > Staff Account Information.
- 2. Select Change Email.

Staff Account Information				
First name Last name	Camille Staff			
Email address	@drchrono.com Change Email			

3. Continue from step 3 in the provider procedure.