Change DrChrono Account Email Addresses

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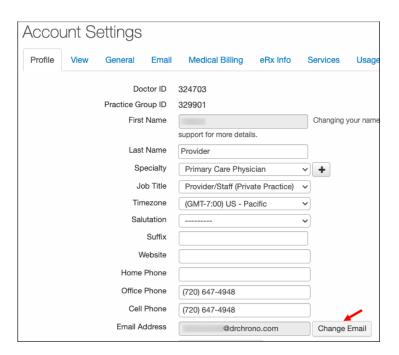
Providers can change their DrChrono account email address in **Account Settings**. Practice administrators can change staff members' email addresses in **Staff Members**. Staff members can change their email addresses in **Staff Account Information**. The new email address can be any domain your practice group approves. The **Audit Log** tracks every time you update your email address.



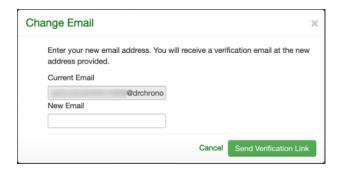
Create a support case to turn this feature off (ask for the **Enable email update** checkbox to be cleared) or allow new email domains.

Change your email address as a provider

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



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



3. Select 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.



3. Continue from step 3 in the provider procedure.

