

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 > Provider Settings**.
2. Select **Change Email**.

The screenshot shows the 'Account Settings' page with the 'Email' tab selected. The page contains various fields for provider information, including Doctor ID, Practice Group ID, First Name, Last Name, Specialty, Job Title, Timezone, Salutation, Suffix, Website, Home Phone, Office Phone, Cell Phone, and Email Address. The 'Change Email' button is highlighted with a red arrow.

Field	Value
Doctor ID	324703
Practice Group ID	329901
First Name	[Redacted]
Last Name	Provider
Specialty	Primary Care Physician
Job Title	Provider/Staff (Private Practice)
Timezone	(GMT-7:00) US - Pacific
Salutation	-----
Suffix	
Website	
Home Phone	
Office Phone	(720) 647-4948
Cell Phone	(720) 647-4948
Email Address	@drchrono.com

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

Change Email ✕

Enter your new email address. You will receive a verification email at the new address provided.

Current Email

New Email

Cancel
Send Verification Link

5. Select the verification link in the email.
 A web page opens and shows a successful email verification message.

i 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.

Login	Name	Email	Primary Provider	Cell	Home	Emer Acs	2-Fac Sec*		
camilles	Camille Staff		Provider			✓	Inactive	Setup	Edit Delete

3. Select Change Email.

Edit Office Staff

First name

Last name

Primary 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	Camille
Last name	Staff
Email address	<input type="text" value="@drchrono.com"/> <input type="button" value="Change Email"/>



3. Continue from [step 3](#) in the provider procedure.
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