

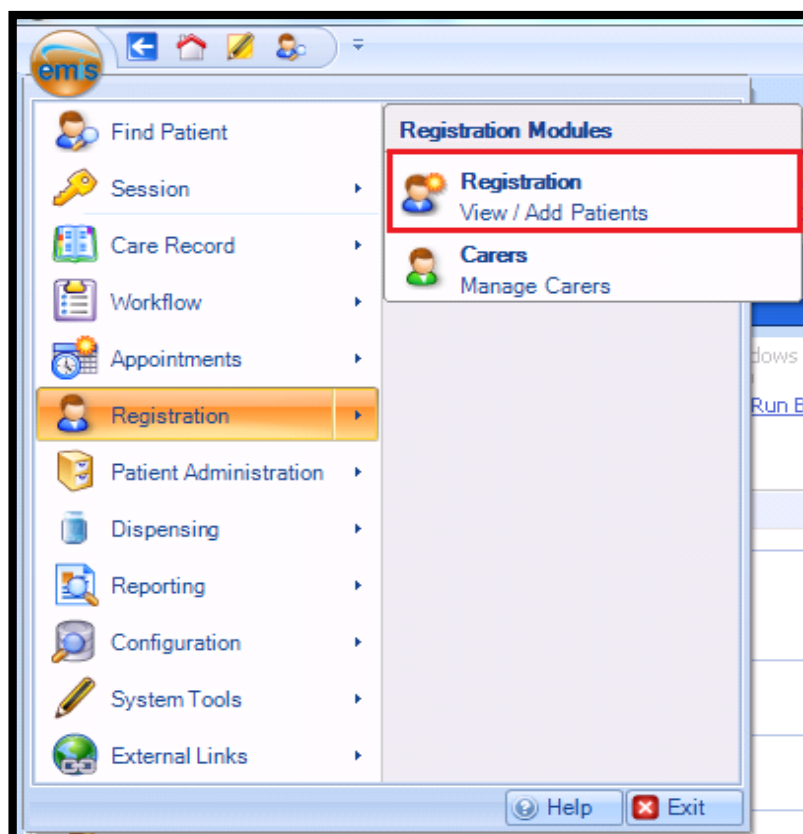
Evergreen Life's guide

Reissuing a patient's linkage key

1. Evergreen Life for patients already using other Patient Facing Services

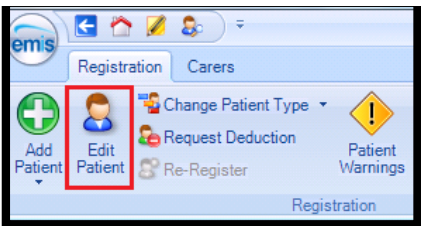
If a patient is already registered with another patient facing service, the patient will already have an account linkage key. You will need to reissue the pin document for this patient.

1. Select the patient for whom you want to reissue a new pin document

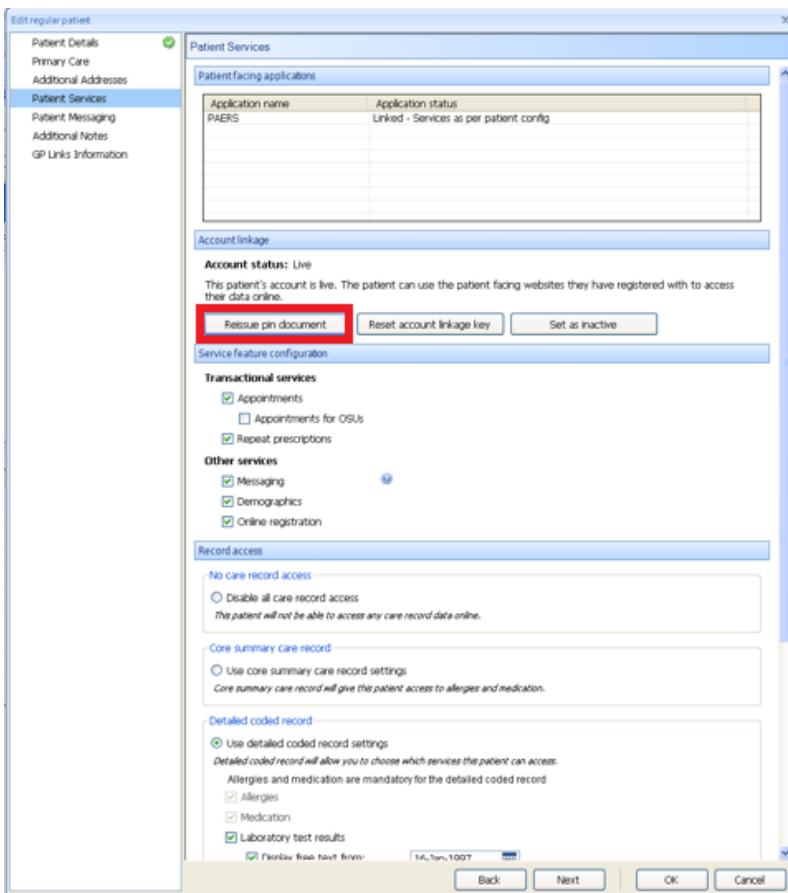


2. Click on the EMIS button. In the drop-down menu select Registration. Under registration select View/Add patients

3. In the Registration page select Edit Patient



4. This will open the Edit page. Select Patient Services on the '**Edit Regular Patient**' screen select '**Patient Services**'. In the Account linkage section select '**Reissue pin document**'.



5. The patient registration letter or pin document will be generated. A '**How do you want to reissue the PIN document?**' dialog box will be opened. Select the '**Print**' option. Print and give the registration letter to the patient. The registration letter will have the all the details needed by the patient to create and link an Evergreen Life Account. Please make sure you highlight the Evergreen Life website under the Service Providers list in the printed registration letter.

