## RELATIENT

How can I add or remove report recipients or change my reports password?

Navigate to Practice Settings < Profile in the Relatient Engage Portal

**Profile** – this section allows our clients to view or change the report's password. This password is associated with all reports emailed to our clients. Additionally, this section allows clients to update the report recipient lists.

- 1. View or Change Emailed Reports Password
- 2. Add or Remove Emailed Report Recipients