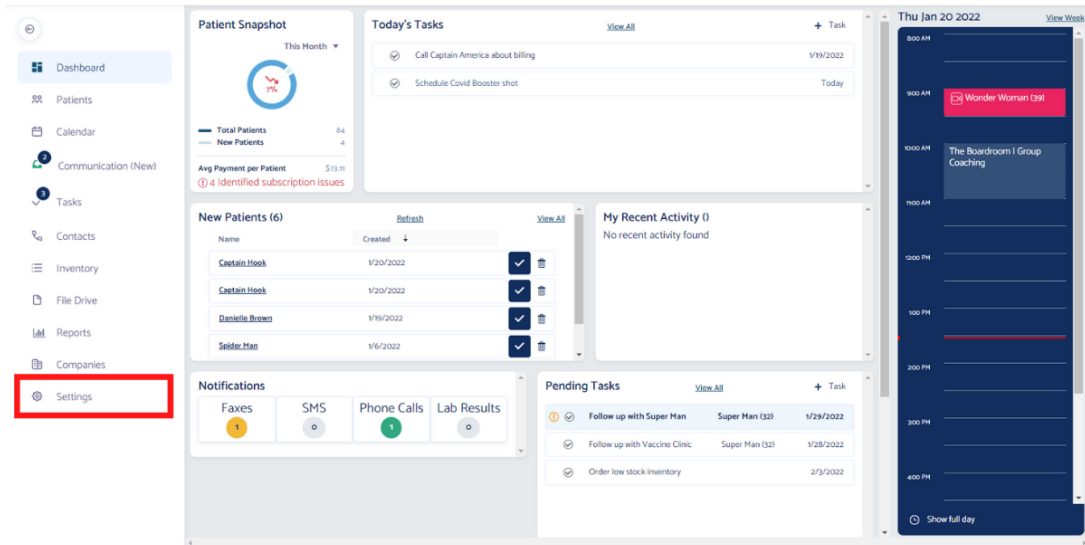
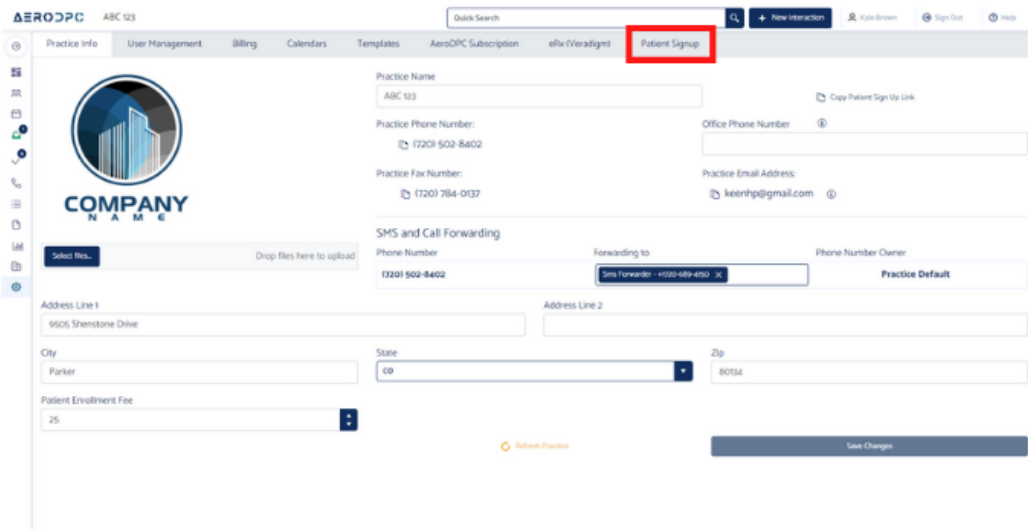


Custom Welcome Email to Patients

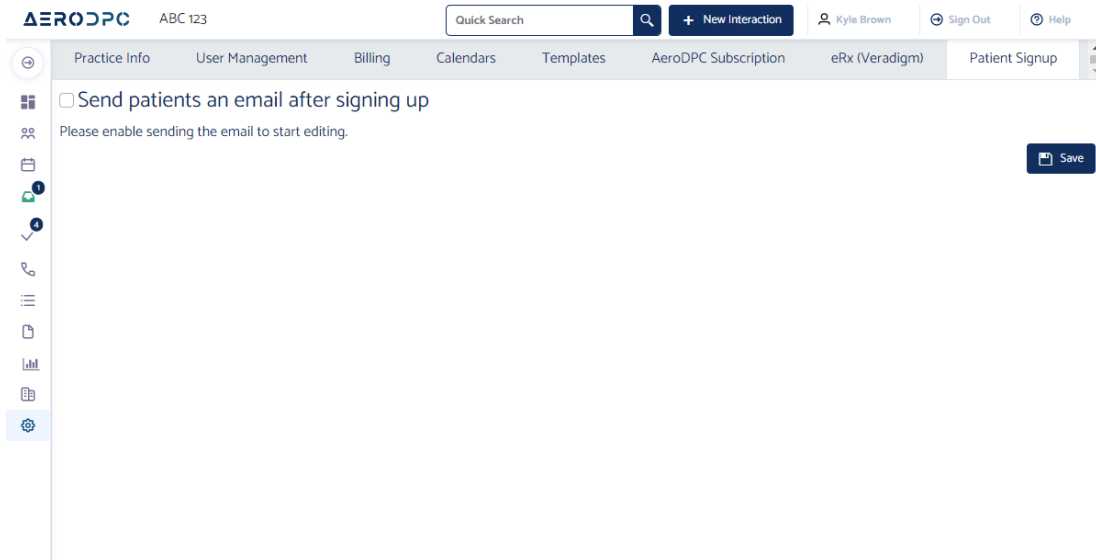
1. Go to the Settings page by clicking on the gear icon on the left hand sidebar.



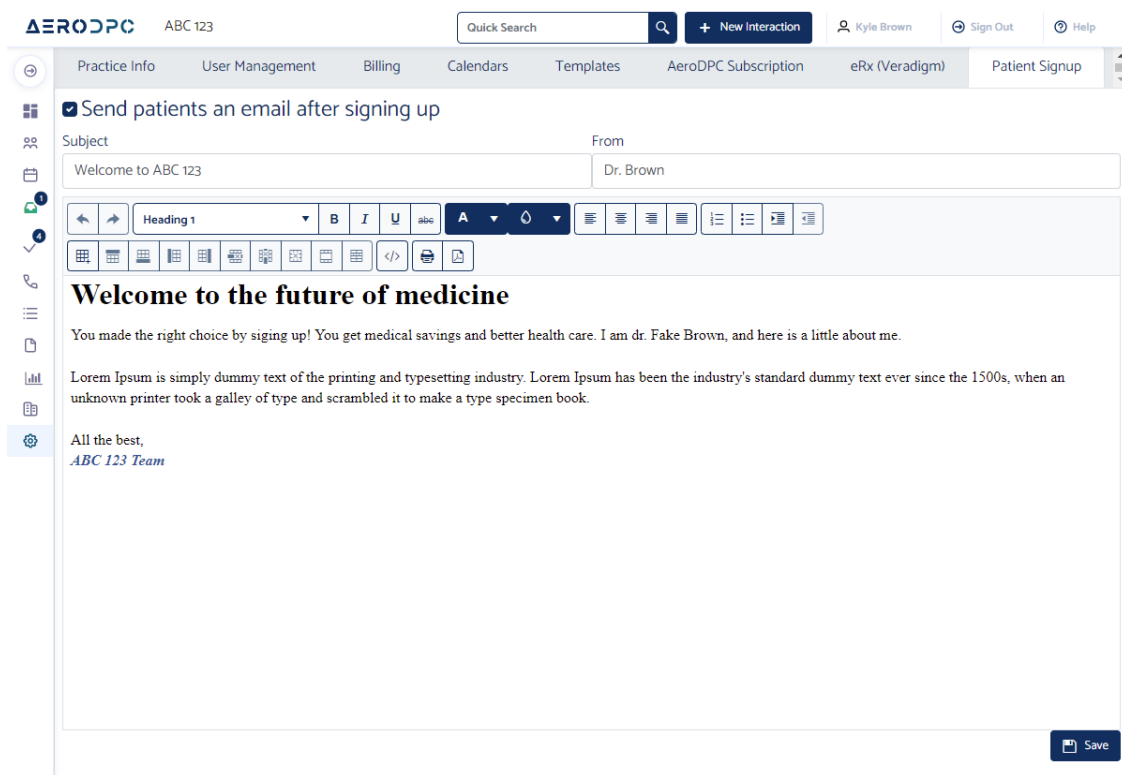
2. Click the “Patient Sign Up” tab at the top.



3. The welcome email is turned OFF by default. In order to turn ON your welcome email, click the button and you will see new options.



4. Here you can customize the email that will be sent to new patients that use your signup link.



5. Feel free to put your practice's spin on it. Patients will be automatically sent this email once they submit billing information in the patient sign up form. When you are ready - click "Save" and you are all set. Well done!

The screenshot shows the AeroDPC interface for configuring an email. At the top, the header includes the AeroDPC logo, the practice name 'ABC 123', a search bar, and user options for 'Kyle Brown' (Sign Out, Help) and a '+ New Interaction' button. Below the header is a navigation menu with tabs for Practice Info, User Management, Billing, Calendars, Templates, AeroDPC Subscription, eRx (Veradigm), and Patient Signup. The 'Patient Signup' tab is active, showing a configuration screen for the email. A checkbox 'Send patients an email after signing up' is checked. The 'Subject' field contains 'Welcome to ABC 123' and the 'From' field contains 'Dr. Brown'. A rich text editor toolbar is visible, with the 'Paragraph' style selected. The email body text is as follows:

Welcome to My DPC Practice!

We have received your sign up information and we are excited to get to know you.

Our office will be reaching out to you soon to schedule your first visit.

All the best,
My DPC Practice Team

A 'Save' button is located at the bottom right of the configuration area.