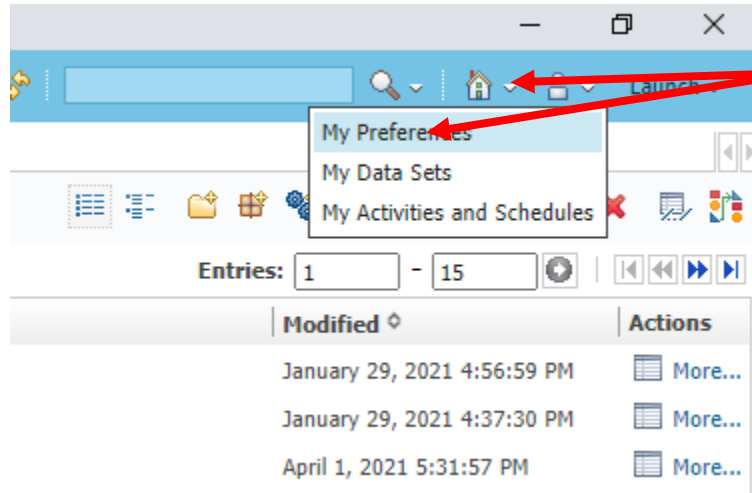
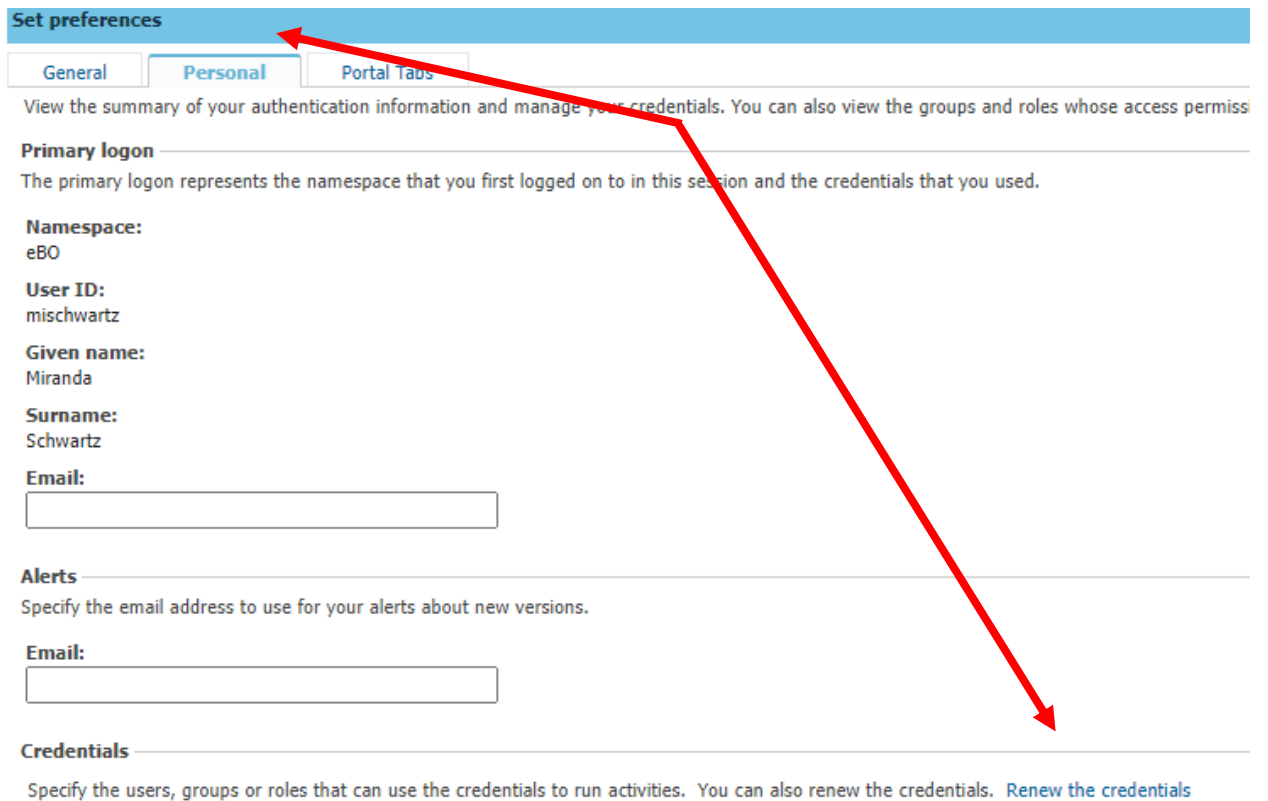


How to Renew EBO Credentials

- 1) From the eBO homepage click on the down arrow next to the icon that resembles a person in the top right corner and select “My Preferences”:

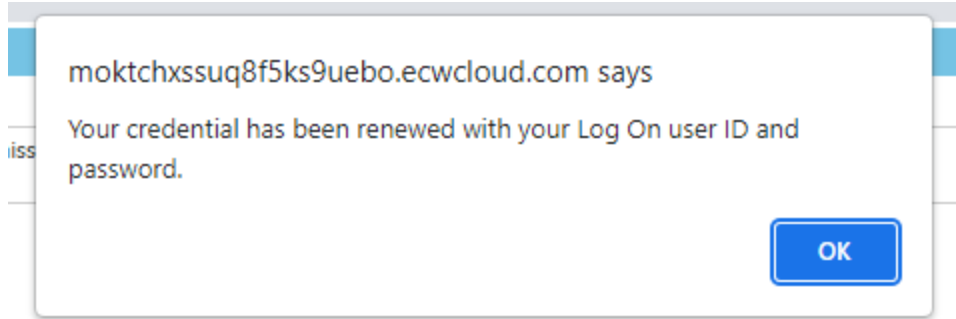


- 2) Click on the personal tab and locate the “Renew the credentials” option approximately halfway down the page:

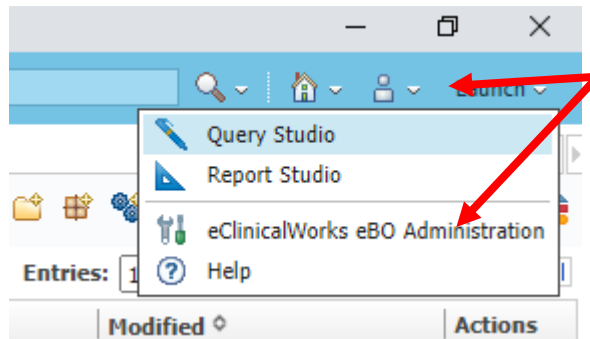


- 3) You will receive this pop-up as confirmation. Click OK on the pop-up and again on the bottom left of the screen:

How to Renew EBO Credentials



- 4) Click on the button in the top right corner of the eBO homepage that says launch and selecting eClinicalWorks eBO Administration:



- 5) Click on the blue drop down arrow next to a report and click set properties:



- 6) Click OK:

