

How does your practice get started with SMART RECALLS™ and ePOST™?

Get started in 3 simple steps:

1. **LETTERHEAD REQUEST** – details of your letterhead set up.

Email or fax to DRINFO. If you would like us to load your current recall letters to DRINFO so you can send them via ePOST, please provide us with copies (or ask us for the DRINFO template)

2. **SET UP DRINFO as a PROVIDER** - Set up a PROVIDER called DRINFO in your Practice Management System

Set up a **PROVIDER** in your PMS called **DRINFO** so that electronic copies of the letters sent via SMART RECALLS™, ePOST™ will be sent to the **patient inbox**.

Please contact rob@drinfo if you would like help to do this.

3. **CONFIRMATION** - **DRINFO** will then be in contact with you to confirm you are ready to go.

We will also offer to help you through your first automated mailing.