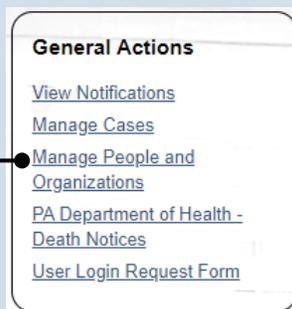




How to Reprint an Access Code Letter

1. Initiate a search

In the General Actions section of your Dashboard, click the *Manage People and Organizations* link.



3. Click SEARCH

Participant Search

Search By: ?

Last Name:

First Name:

SSN: ?

Birth Date: [calendar icon]

Death Date: [calendar icon]

Guardians Only: (One or more of these fields is required)

Attorneys Only:

Tip If the person is not found, repeat Step 2 using different information for the search.

2. Enter the search criteria for the person

On the Participant Search screen, click on the **Search By** dropdown and select 'Person'. Enter the guardian's **Last Name** and **First Name**.

Tip Partial names, with a minimum of two characters, can be used.

Tip If you want to limit your search to existing guardians or Pennsylvania bar attorneys, select the **Guardians Only** and/or **Attorneys Only** checkbox.

4. Choose the guardian

Name	Type	Address	Identifiers	Other Info
Tracy Goodman-Fox	Person	944 Cherry Lane Apartment B Butler, PA 16001 (Home)		

Based on the search results, click the Edit Record icon that appears to the right of the appropriate guardian.

How to Reprint an Access Code Letter



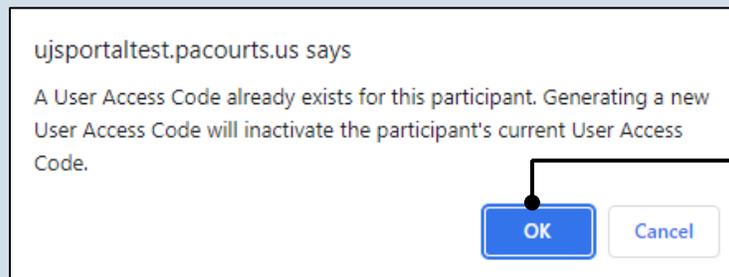
5. Generate the access code letter

In the Edit Person/Organization screen, click the Reprint Access Code Letter in the Participant Information grid at the top of the screen.



6. Confirm a new access code is required

Generating a new access code will disable the one currently in use by the participant. If you are sure you want to disable the original code, click OK.



7. Print the access code letter

A separate tab opens in your web browser that displays the access code letter. This letter must be sent through the regular mail. Click the Print icon in the toolbar above the letter and use the Print screen to create a hardcopy.

