

## How do I add Secure Messaging accounts?

### What is Secure Messaging?

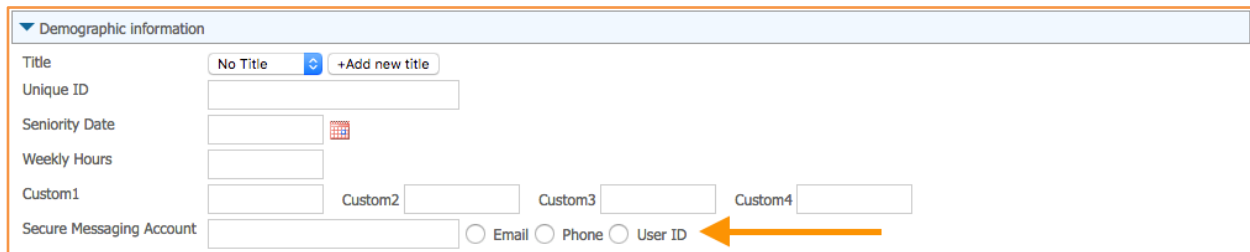
Secure Messaging allows you to send secure messages through our partners Cortext and Tigertext from Locator. To do this, each provider needs their account information set up.

### How do I get to Secure Messaging accounts?

Contact your consultant or Lightning Bolt Support to turn on Secure Messaging for your department. When turned on, Admins can access accounts setup in the [Personnel](#) section under Demographic Information. To access Demographic Information, you will need to enable Advanced Mode.

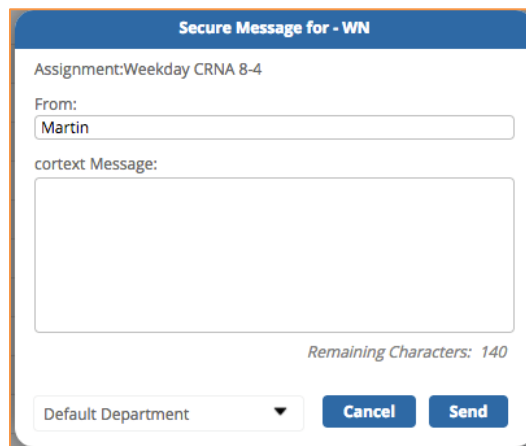
### How do I use Secure Messaging accounts?

To set up Secure Messaging accounts enter the account information in the field and select the type of identifier the account uses. When finished, click Save.



The screenshot shows a form titled "Demographic information". It contains several input fields: "Title" (a dropdown menu with "No Title" selected and a "+Add new title" button), "Unique ID", "Seniority Date" (with a calendar icon), "Weekly Hours", and four "Custom" fields (Custom1, Custom2, Custom3, Custom4). At the bottom, there is a "Secure Messaging Account" field followed by three radio buttons: "Email", "Phone", and "User ID". An orange arrow points to the "User ID" radio button.

The account information will be used in Locator reports when a user clicks on the Secure Messaging provider icon. Enter the message to be sent. Change the origin department if needed, and click Send.



The screenshot shows a dialog box titled "Secure Message for - WN". It contains the following elements: "Assignment: Weekday CRNA 8-4", a "From:" field with "Martin" entered, a "cortext Message:" label above a large text input area, and a "Remaining Characters: 140" indicator. At the bottom, there is a "Default Department" dropdown menu, a "Cancel" button, and a "Send" button.