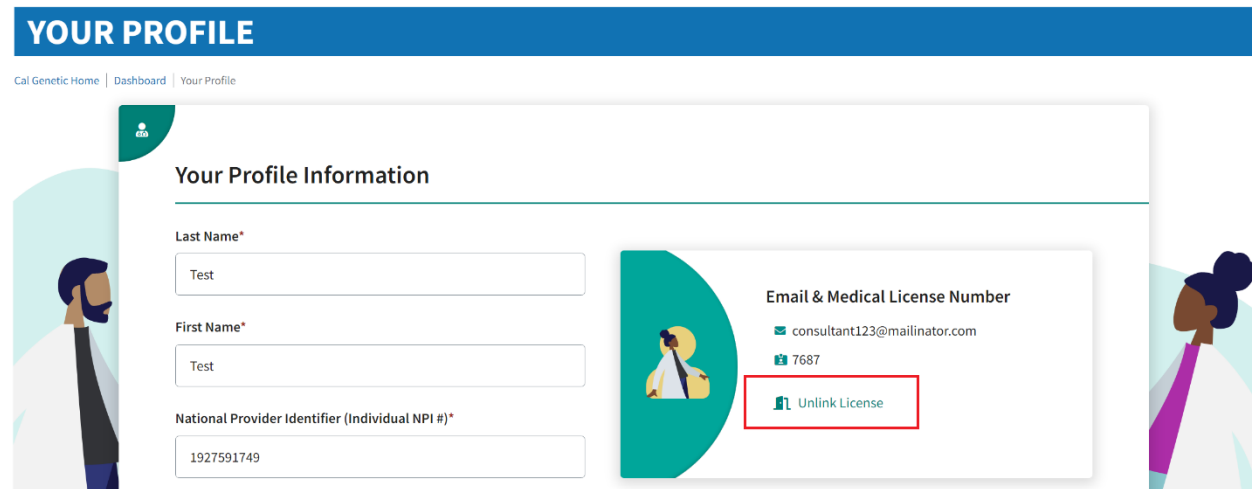


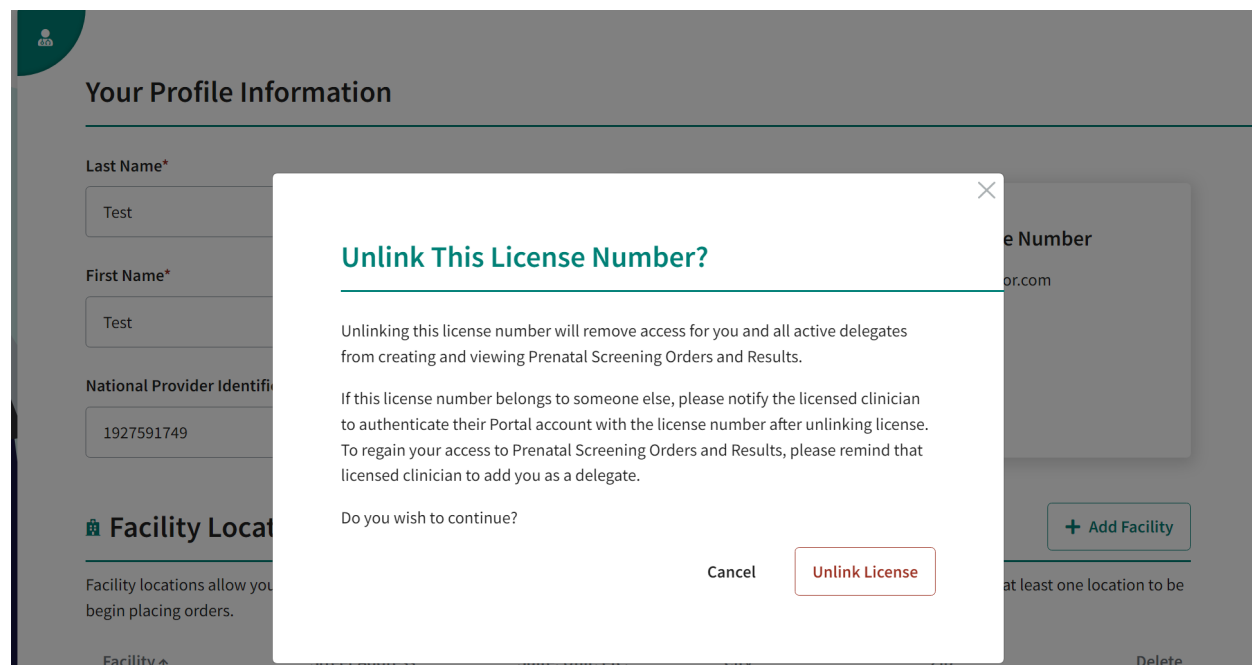
Unlink License and Linking Orders Step-by-step Guide

User unlinking license from their own profile

1. If you are an unauthorized user who has been using a clinician's license as your own, navigate to the Clinician Profile page. On the Email & Medical License Number card, you will see a link for **Unlink License**.



2. Click on **Unlink License**. A pop up will display confirming if you want to proceed.



3. Click on the **Unlink License** button. You will be redirected to the AEM Dashboard, and your license will have been unlinked. Contact the correct licensed clinician to login into CalGenetic Portal and to associate their license number with their account.

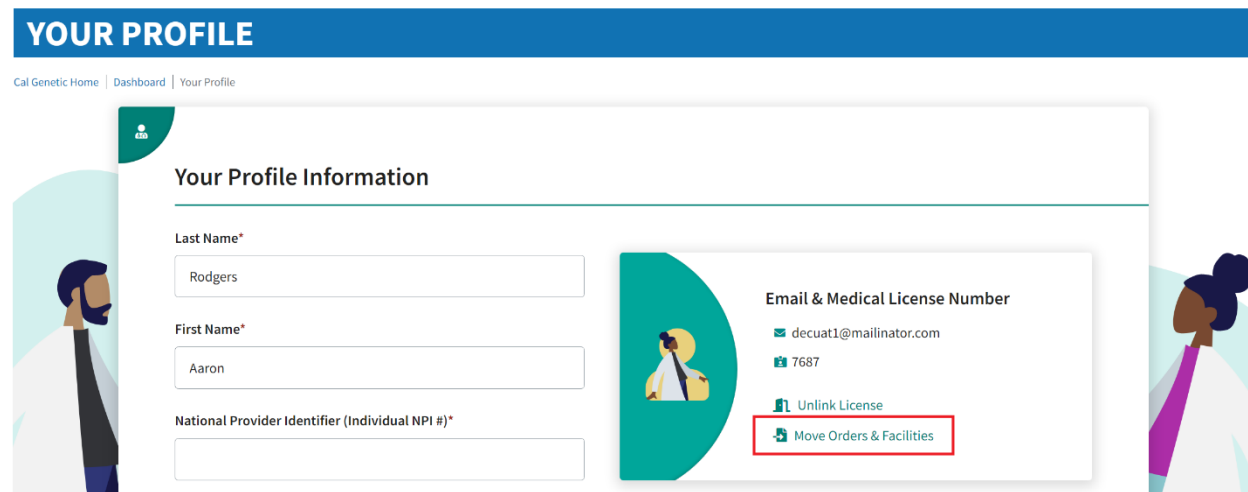
Clinician linking previously submitted orders/facilities

1. If you are a licensed user whose license has been previously used by someone else, login to the CalGenetic Portal.

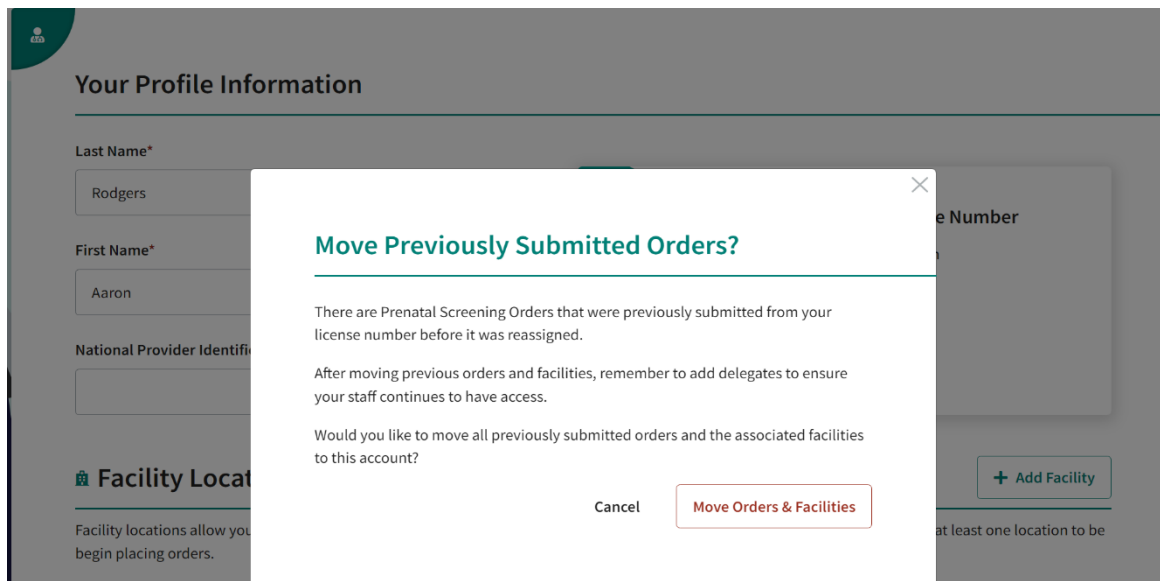
2. Click on the Prenatal Screening Orders tile.

3. You will be displayed with the IDEAL license verification. Enter your license information.

4. You will land on the Clinician Profile page. Under the Email & Medical License Number card, you will see a link for **Move Existing Orders**.



5. Click on **Move Existing Orders**. Upon doing so, a pop-up will display confirming if you want to proceed. This modal would display only if you had previously submitted orders.



6. Click on **Move Orders & Facilities** button. Upon doing so, you will be navigated to the View Orders table where you will see all orders that were submitted previously using your license number. If you navigate to the Clinician Profile, you will see all facilities that the previous user had on their profile.

7. If there were no previously submitted orders, after clicking on **Move Orders & Facilities** button, you will remain on the Clinician Profile page. If there are facilities that were on the prior user's profile, they will be displayed under the Facility Locations table. Otherwise, it will remain empty.

8. Click on **Manage Delegates** on the top right of the page.

 Sam Smith | [Manage Delegates](#)

9. Add any delegates that you would like to act on your behalf for Prenatal Screening Orders and Results.