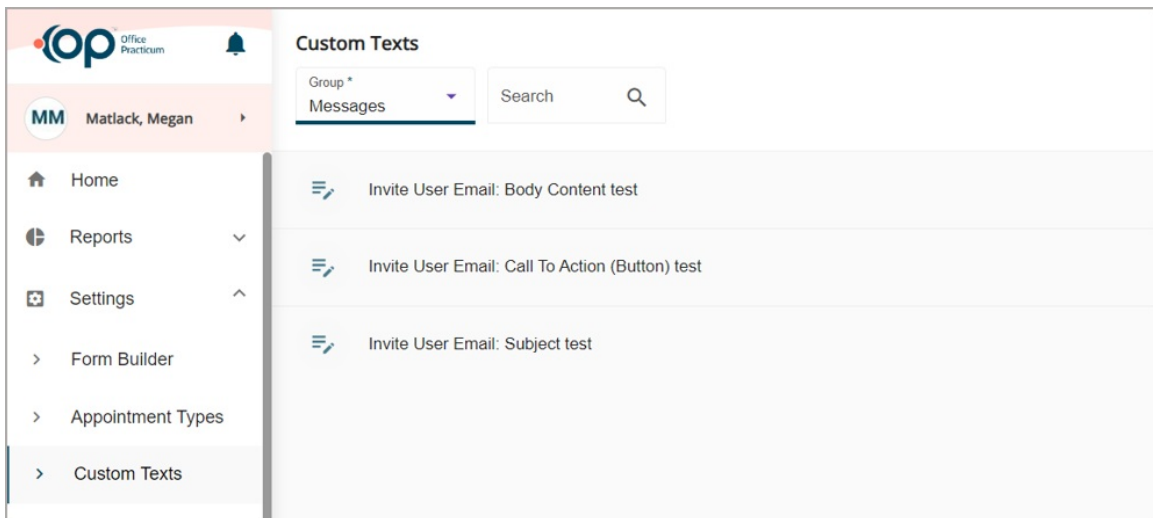# Update Custom Texts in the OP Portal

Last Modified on 09/17/2024 10:03 am EDT

Welcome Email

To update the Welcome email:

1. From the navigation menu on the left, click **Settings** > **Custom Texts**.
2. Click the **Group** drop-down and select **Messages**.
3. Select the section you want to update.

4. Update the text.
5. Click **Save**.

Email Disclaimer

Follow these steps to edit the email disclaimer:

1. From the navigation menu on the left, select **Settings** > **Custom Texts**.
2. Click on the **Group** drop-down and select **Legal Disclaimers**.
3. Click on **Email Disclaimer**, select the language in which the Email Disclaimer will be edited.
4. Update the text.
5. Click **Save**.

Terms & Conditions or Privacy Policy

Follow these steps to edit the Terms & Conditions or Privacy Policy:

1. From the navigation menu on the left, select **Settings**.
2. Click **Custom Texts**.
3. Click on the dropdown field **Group** and click on **Legal Disclaimers**.
4. Click on **Terms & Conditions** or **Privacy Policy**.
5. Select the language in which the document will be edited.
6. Update the text.
7. Click **Save**.

Update Warnings

Warning banners are available throughout the portal to allow the practice to convey information to the portal user. They can be used for one time communication (e.g. The clinic is closed due to inclement weather), seasonal greetings, marketing (It's time for sports physicals and back to school vaccines) or communication regarding expectations and office policies (e.g. Turnaround time for messages is 24 hours, For urgent problems, call 911 or go to the nearest ER, etc.).

1. From the navigation menu on the left, select **Settings**.
2. Click **Custom Texts**.
3. Click on the dropdown field **Group*** and click on **Warnings**.
4. Click on the text you want to update.
5. Click "English" or "Spanish" (depending on the notification language that applies)
6. Write the message in the text box.
7. Select the **Info Level** button to change the color and type of notification:
   - Alert is red
   - Warning is orange
   - Informational is blue
8. Check the **Enabled** box.
9. Click on **Save**.