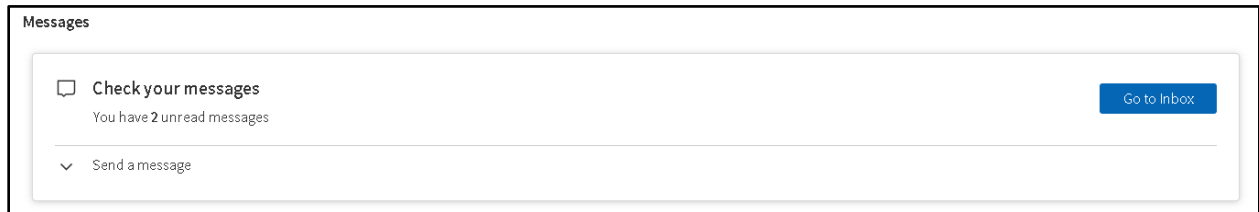




## How to Retain Copies of Your Athena Portal Messages

CCRM is preparing to close its Athena administrative patient portal on September 24, 2021. Patients who would like to retain a copy of their Athena patient portal messages for their records can follow the instructions below.

1. On the Athena patient portal homepage, click on the Go To Inbox button within the Messages section.

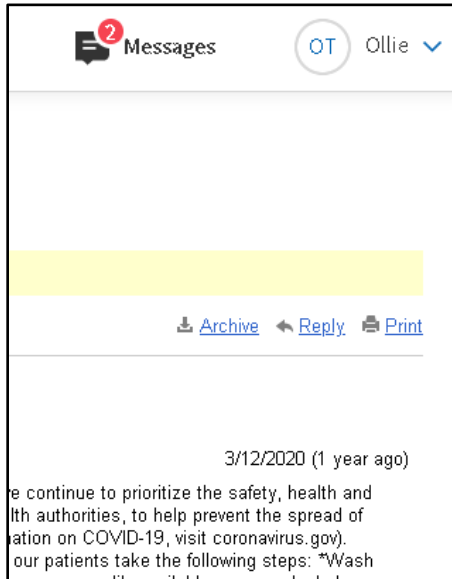


2. In the Message Inbox, select the message for which you'd like to retain a copy.





3. Select Print above the content of the message.



4. In the Destination (or Printer) dropdown menu, select Save as (or Print to) PDF.

