

CREATING AND DELETING CONSENTS

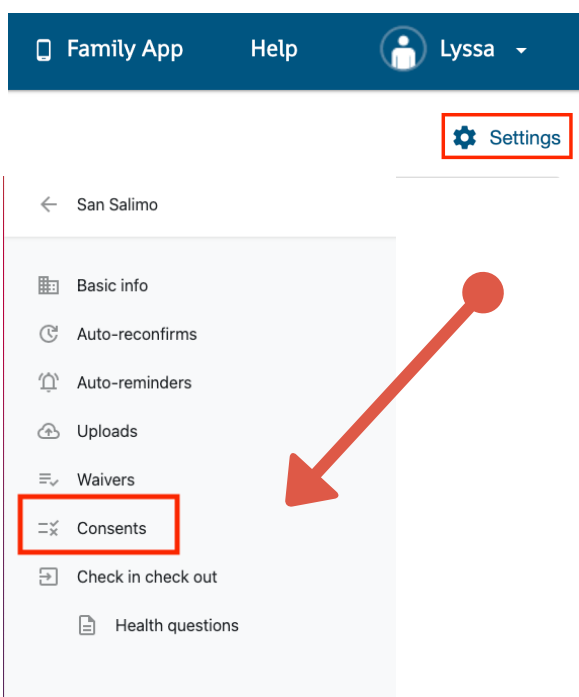
Auto-archiving is available! Click here to learn more!

Organizations can now view, add and delete their own consents.

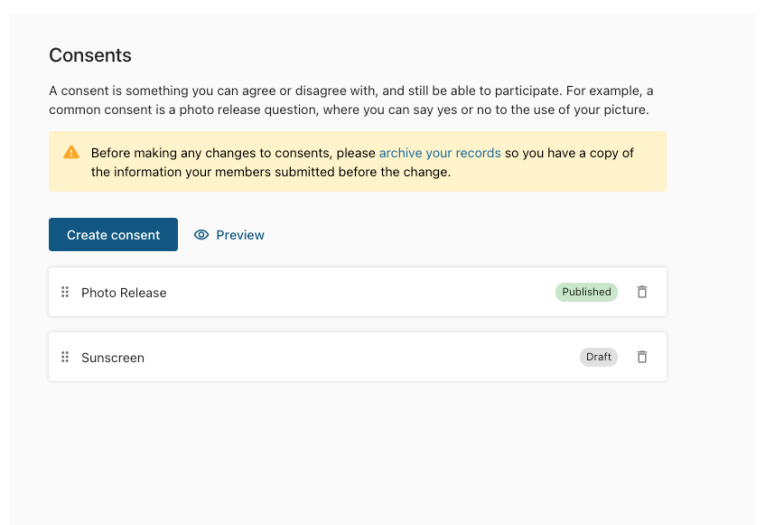
1. Ensure records are archived either with [Auto-archiving](#) or by manually archiving records. (Deleted waivers will disappear from records 24 hours after removal).
2. Create, publish or remove a consent as needed. (Consents CANNOT be edited once they are published)
3. If you publish a new consent, be sure to [send reconfirms](#) so your existing members see and answer the new question.

Accessing & Viewing Consents

1. Go to the Settings on the your dashboard.



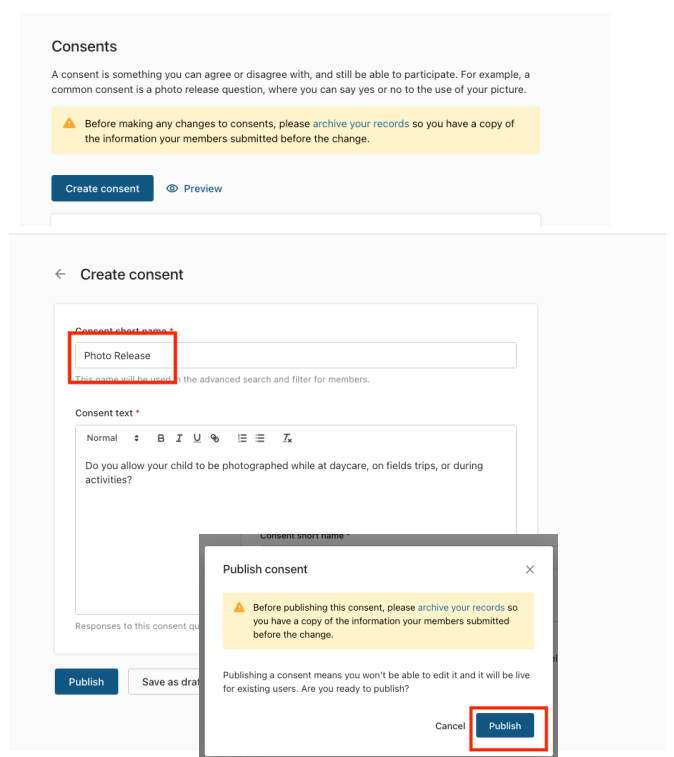
2. Select Consents. You'll see a list of your current consent questions. **Published** consents are live and visible to members. Those in **Draft** are not. Click on **Preview** to see the member view. The titles will be filterable for either "yes" or "no".



Adding a new consent

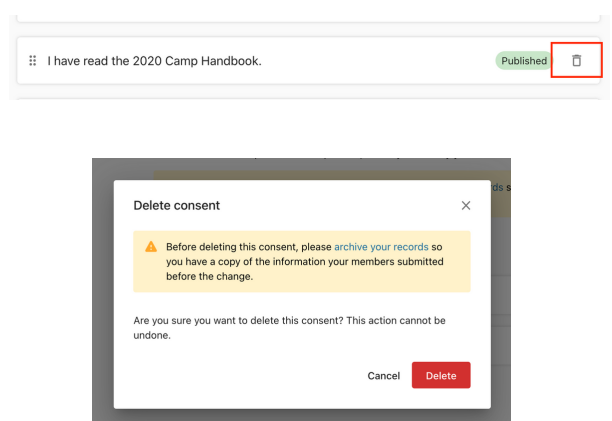
1. Click on Create Consent.
2. Add your consent title- this will be what you use to filter for "yes" or "no" answers. Paste your text - make sure it has a **yes/no question or statement**. Please note you can add hyperlinks to re-direct members to documentation elsewhere. *
3. Click Publish ONLY if you are ready to make it live immediately. This means you will have archived records and are ready to send reconfirms. If not, click on Save as Draft. When you are ready, click on the consent and then on Publish.

*If you need ePACT to host a document for you, please contact your Customer Success Manager.



Deleting a consent

1. After you have archived if needed, choose the consent you wish to delete.
2. Click on Delete Icon.
3. Click on Delete to confirm.



Mitigating Risk

Please note that actions are NOT reversible. If you delete a consent accidentally, it will not longer be available to new members and it will disappear from existing records. You will need to re-add and ask members to answer this again via a reconfirm and will not have the original answer UNLESS you took an archive first. Please be sure to take archives when making ANY changes or purchase our [Auto-archiving feature](#) (a "set it and forget" feature that tracks ALL changes and will automatically delete records when no longer needed.)