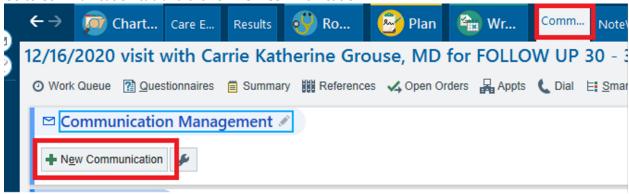
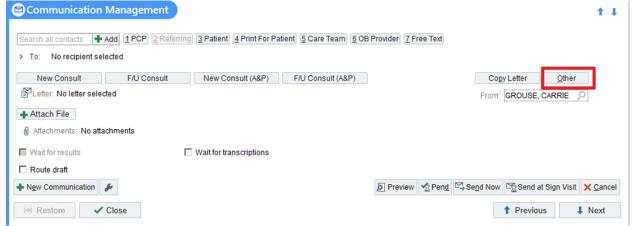
How to access the COVID Recovered Clearance Letter (West Bay only)

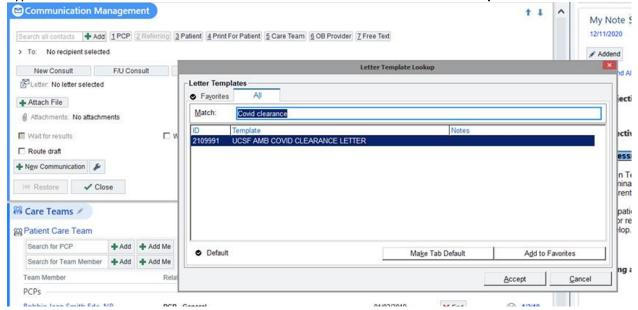
Go to Communication tab and click on New Communication:



Then click **Other** to open the Letter Template Lookup.



Type in "COVID Clearance" or 2109991 to find the clearance letter and click Accept.



Instructions for how to access the COVID Recovered Clearance Letter in APeX (West Bay only)v1 Last modified: 1/7/21

This will then populate the letter into the communication window. Fill in *** wild card items and drop down items as prompted.

