**Mail out of Invitation to recertify letter procedure**

1. Run report manager/DS3 list
2. Use strikethrough tool on care coordinators since they do not get letters
3. Pass list to Beverly to strikethrough extensions
4. Beverly passes checklist to Gail for extension strikethrough
5. Finished list is passed back to Sue
6. List has submission due date added in one column
7. Provider types are added HCB vs PCG
8. List is copied to Master List
9. Letter is opened and Mail merge started
10. Choose source
11. Choose correct sheet
12. Insert fresh merge fields in correct place
13. Preview merge to check layout
14. Finalize merge
15. Print letters
16. Save letters to g drive
17. Merge list to mailing label template
18. Double check none were skipped
19. Print labels
20. Pass to MASST to stuff & mail