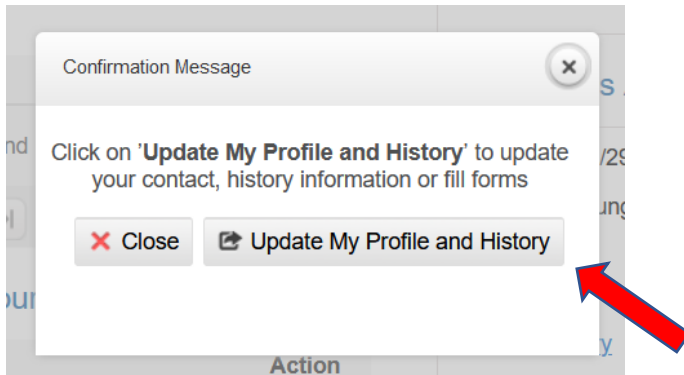


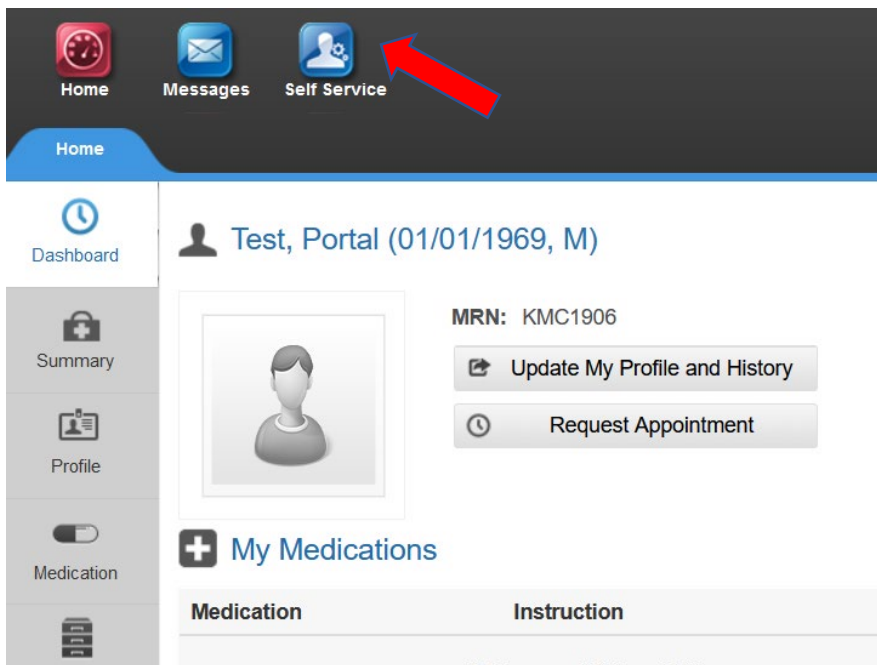
How to Upload PDF, Pictures of ID cards to Portal To Share With Our Clinic:

You can do this in your computer, tablet or cell phones securely.

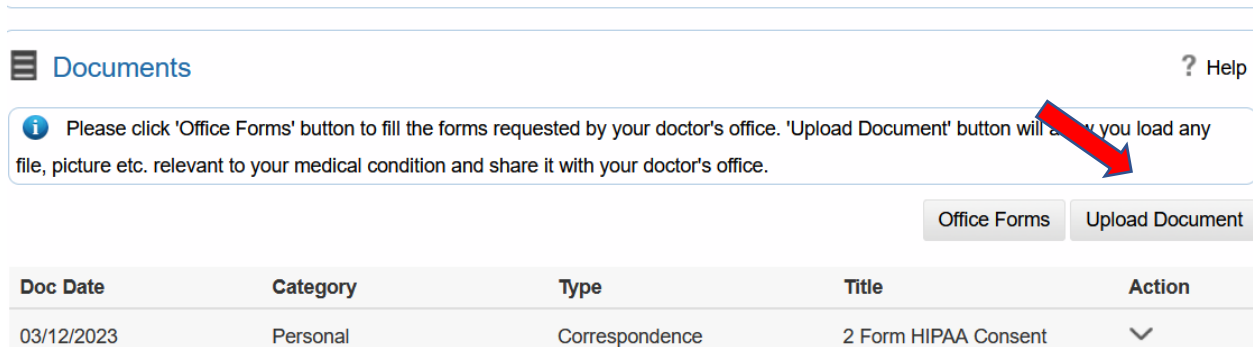
When you first log in, you see a pop-up box as shown below. Click the button [[Update My Profile and History](#)] as shown below with **red arrow**.



You can also click [[Self Service](#)] at the TOP as shown below:



Click [[Upload Document](#)] button as shown below.



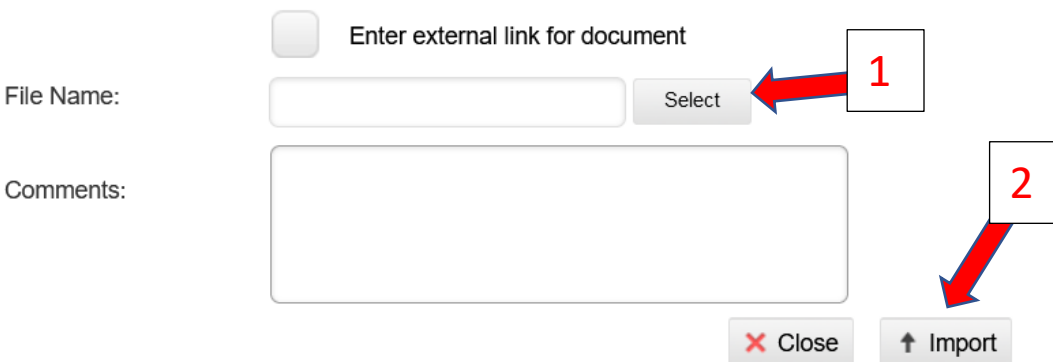
The screenshot shows a user interface for managing documents. At the top left is a hamburger menu icon followed by the text 'Documents'. At the top right is a question mark icon followed by the text 'Help'. Below this is a blue information banner with a white 'i' icon and the text: 'Please click 'Office Forms' button to fill the forms requested by your doctor's office. 'Upload Document' button will allow you to load any file, picture etc. relevant to your medical condition and share it with your doctor's office.' To the right of the banner are two buttons: 'Office Forms' and 'Upload Document'. A red arrow points from the top right towards the 'Upload Document' button. Below the banner is a table with the following columns: 'Doc Date', 'Category', 'Type', 'Title', and 'Action'. The table contains one row with the following data: '03/12/2023', 'Personal', 'Correspondence', '2 Form HIPAA Consent', and a downward-pointing chevron icon.

Doc Date	Category	Type	Title	Action
03/12/2023	Personal	Correspondence	2 Form HIPAA Consent	▼

Click [**Select**] button as shown below. In a pop-up box, find the file (PDF or picture) you want to upload. **Word document is not accepted and must be converted (or saved as) PDF before uploading.** If you are not sure how to do so, please seek help from your knowledgeable friend or search online.

After selection, simply click [**Import**] button as shown below. And you are done!

Upload Document



The screenshot shows a form for uploading a document. At the top left is a hamburger menu icon followed by the text 'Upload Document'. Below this is a checkbox with the text 'Enter external link for document'. To the left of the checkbox is the text 'File Name:'. To the right of the checkbox is a text input field. To the right of the text input field is a 'Select' button. A red arrow points from a box containing the number '1' to the 'Select' button. Below the text input field is a larger text area with the text 'Comments:'. At the bottom right of the form are two buttons: 'Close' with a red 'X' icon and 'Import' with an upward-pointing arrow icon. A red arrow points from a box containing the number '2' to the 'Import' button.