



Uploading Documents to an Application

The steps below provide how-to guidance for uploading documents for any application type.

As part of the application process, individuals are required to provide a digital photo of themselves, and a copy of a government issued photo identification card. If working with a minor patient application, a completed Parent/Legal Guardian Consent form and Proof of Legal Guardianship are required.

The online registry portal works best when using Google Chrome as your internet browser to help minimize possible errors within the system.

How-to Upload Documents to an Application

1. From the **'Documents'** tab. Click **'Upload'** next to the document title you want to upload.

Applications / New Patient

GENERAL INFORMATION CONTACT INFORMATION PHYSICIAN / CONDITION INFORMATION QUESTIONS **DOCUMENTS** PAYMENT REVIEW

Digital Photo * **UPLOAD** +

Government Issued Photo Identification Card * **UPLOAD** +

SAVE **SAVE & NEXT** **CANCEL**

2. Select **'Drop an Image Here or Click to Select'** to search for and select the appropriate document(s).

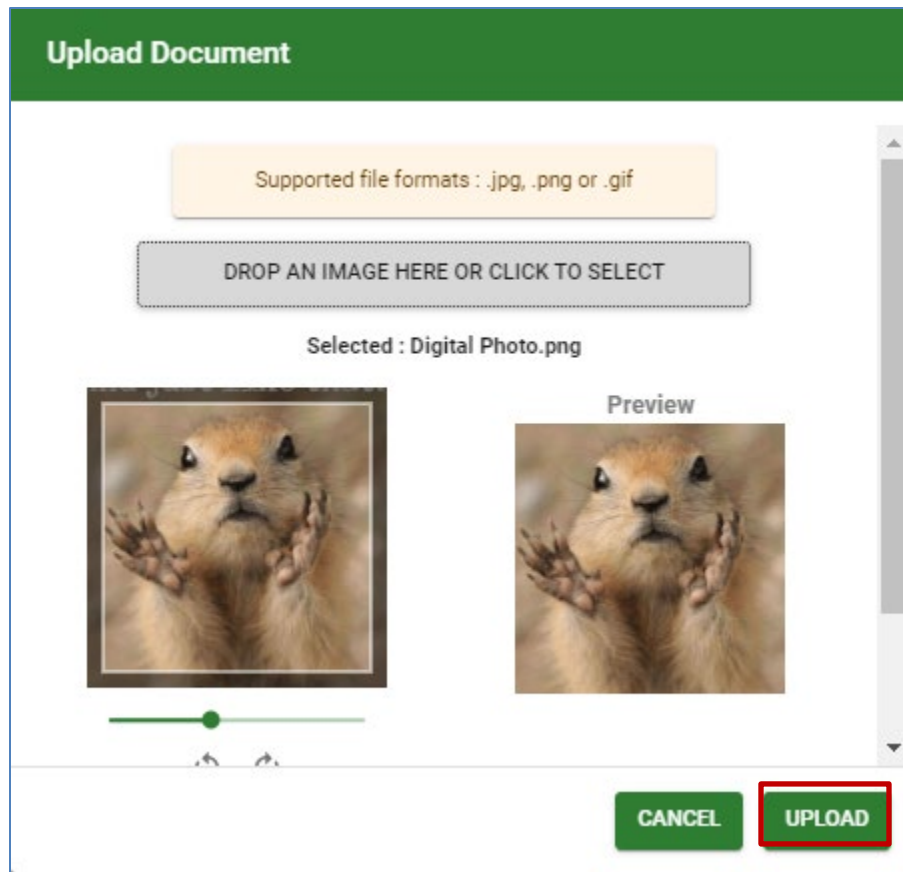
Upload Document

Supported file formats : .jpg, .png or .gif

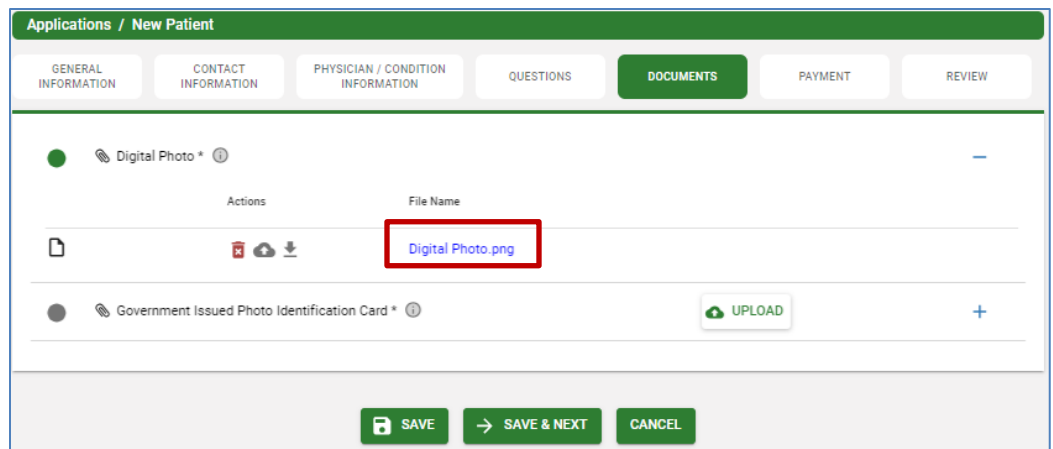
DROP AN IMAGE HERE OR CLICK TO SELECT

CANCEL **UPLOAD**

- Once you have selected the file, click the **'Upload'** button.



- The upload will appear and will be attached to your application. Repeat the above steps to attach multiple files to the same document.



- Repeat the above steps to attach the remaining required documents to your application. Once all documents have been uploaded and attached to your application, Click the **"Save and Next"** button to save the edited data fields and move to the next tab.

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