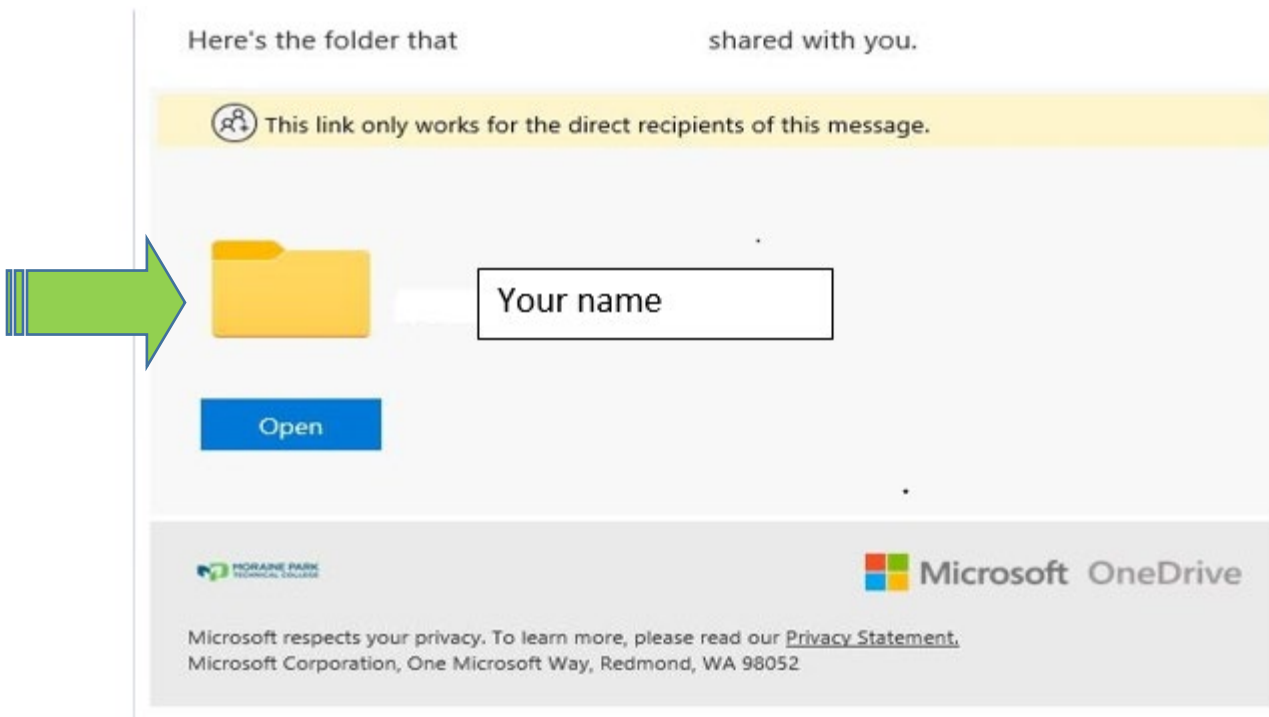
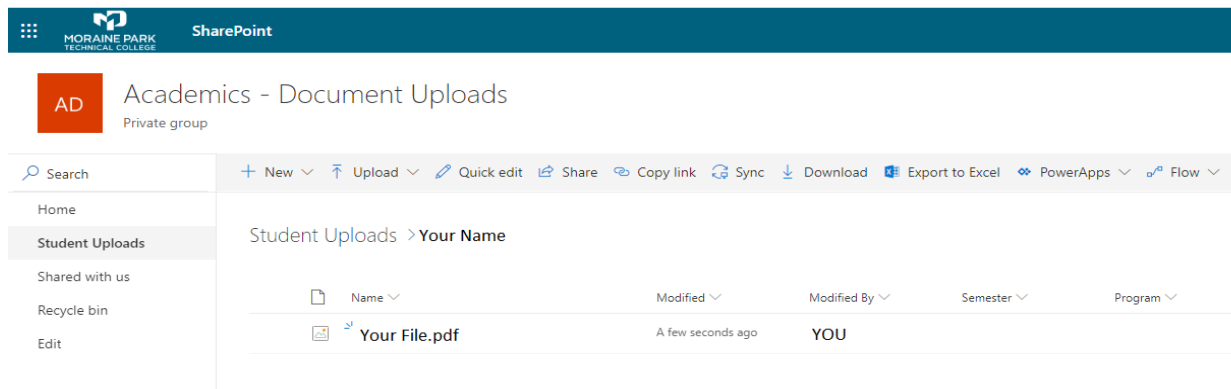
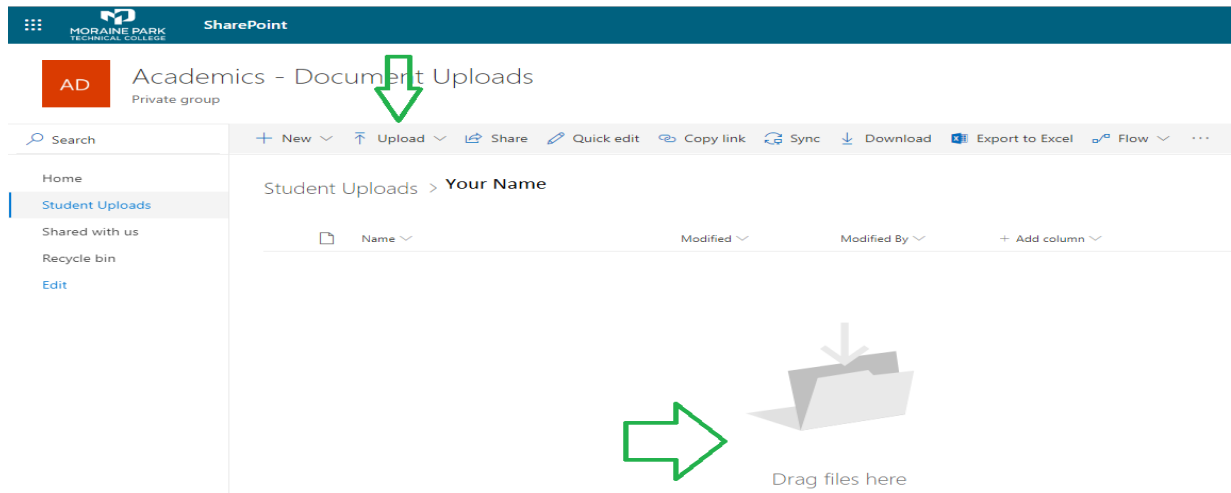


Submitting Health Records through SharePoint

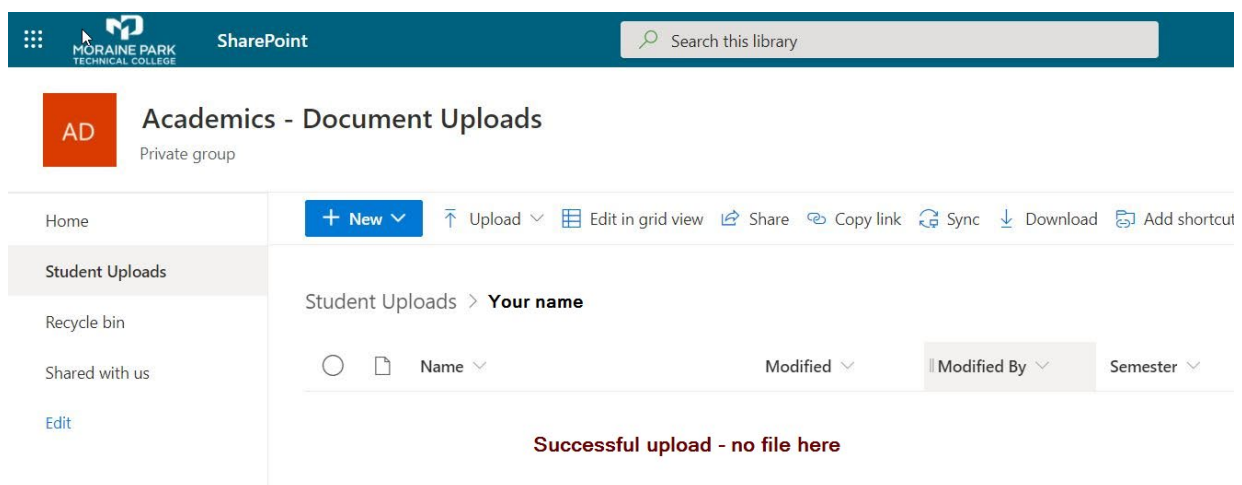
1. You will receive an email like the one below. If you don't, check your SPAM or Quarantine folders.
2. Click on the folder link next to your name to upload your health documents. Submit as files not entire folders.
3. The documents will disappear if they are successfully uploaded. Wait for the file to disappear before closing SharePoint.



You can either upload your documents by clicking on the UPLOAD tab or drag files to the open folder.



Your documents are automatically moved to a secure SharePoint site for storage.



Wait for the file to disappear before closing out of SharePoint.