

On-line Portal Upload Instructions

Did you know that you can now upload documents to our online portal? Send us your camp forms, school forms, etc. through our secure portal by scanning them to your computer or taking a picture on your smartphone. Follow the steps below to upload your document into a portal message.

1. Scan and save the document to your computer or take a picture with your smartphone. (Please make sure the document is legible to ensure form completion!)
2. Log into your portal account.
3. Click “Create Message” under “Messages”.
4. Select the patient the form belongs to.
5. Click on “Attach a Photo or PDF” bar.
6. Select the document or picture(s) from your computer or smartphone.
7. Please specify in the body of the message instructions for the forms or photo. For example, let us know how to send them back to you (via the portal, fax to the camp/school, etc.)? Please note the office will not mail forms unless we are provided with a stamped pre-addressed envelope.
8. Click on the “Send” bar.

***Portal messages are checked Monday-Friday.
It may take up to 72 hours to receive a response.***