



3/22/2021

Patient Instruction to Upload a Document Into a Message to the Office

Log in to your Patient Portal

On the home page you will see the below:

Appointments

 Need to schedule a new appointment? [Schedule Now](#)

Messages

 **Check your messages** [Go to Inbox](#)
You have 2 unread messages

 Send a message

Billing Summary



Click on the Send a message

Populate the fields

Choose your Provider from the dropdown

Choose the Location from the dropdown

Choose Other for the Subject

In the Message Box: Type in the message you wish to send which can be as simple as requested form attached

Click on the  **Attach files**

Download the document that you have saved on your device

When finished click on Send Message