

How to Upload Documents in the Patient Portal

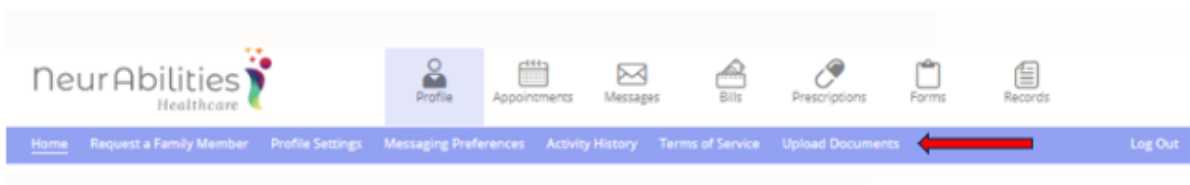
Account holders can upload images of ID cards, insurance cards, and medical documents through the Patient Portal.

1. Sign into the Patient Portal.

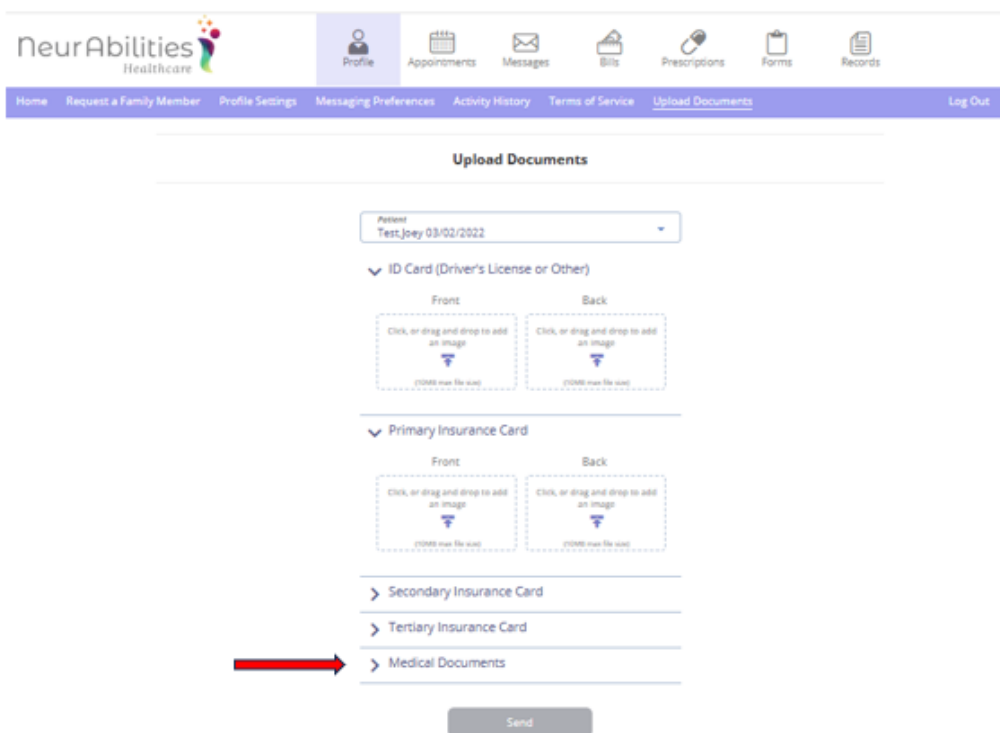
Account holders can upload images of ID cards, insurance cards, and medical documents through the Patient Portal.

[Advanced MD | Patient Portal](#)

2. From the Home page, click on Upload Documents.



3. Locate the Medical Documents tab at the bottom of the documents list.



4. Click on the arrow to open the Medical Documents tab.

Medical Documents

Upload files that contain sensitive medical information for clinical staff to view securely.

Document 1

Click, or drag and drop to add a file

(10MB max file size)

Document 2

Click, or drag and drop to add a file

(10MB max file size)

Document 3

Click, or drag and drop to add a file

(10MB max file size)

Send

5. Click, or drag and drop to add a file. You may upload 3 files at one time.

6. Once documents are loaded in, the Send button is no longer grayed out and becomes available. Hit Send.

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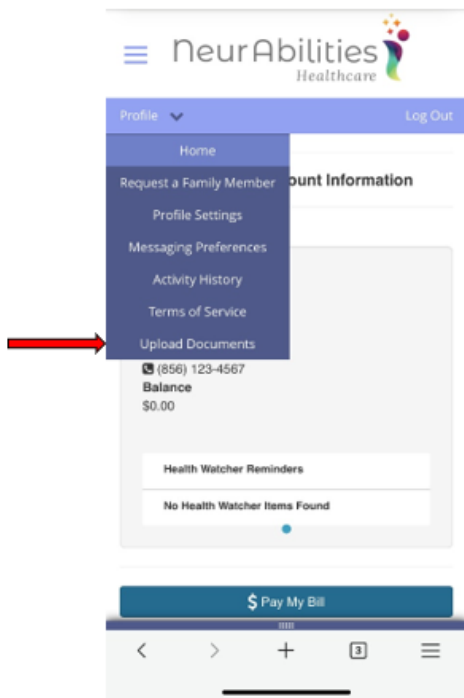
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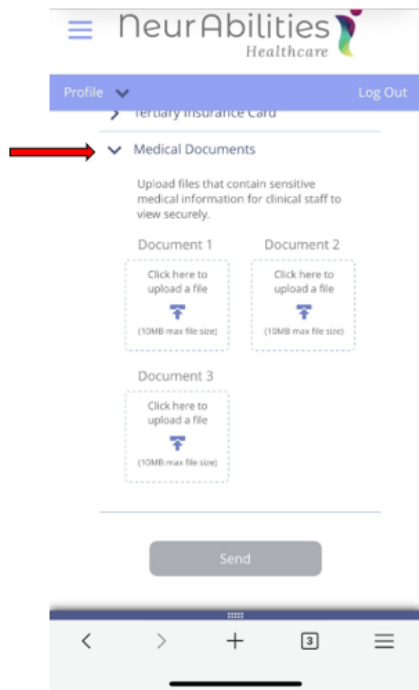
7. Our team will receive your documents in our system in your patient chart.

Upload documents from a mobile device

1. From the Home page, locate the Profile menu and click on the down arrow to expand. Select Upload Documents.



2. Scroll to the bottom of the screen to Medical Documents. Click the down arrow to expand.



3. Click in the box to upload a file. You may upload 3 files at one time.

4. Once documents are loaded in, the Send button is no longer grayed out and becomes available. Hit Send.

5. Our team will receive your documents in our system in your patient chart.