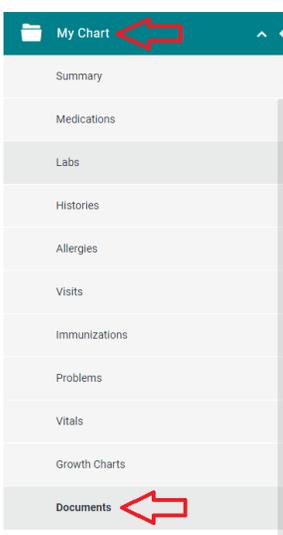


Requesting a Document Through the Portal

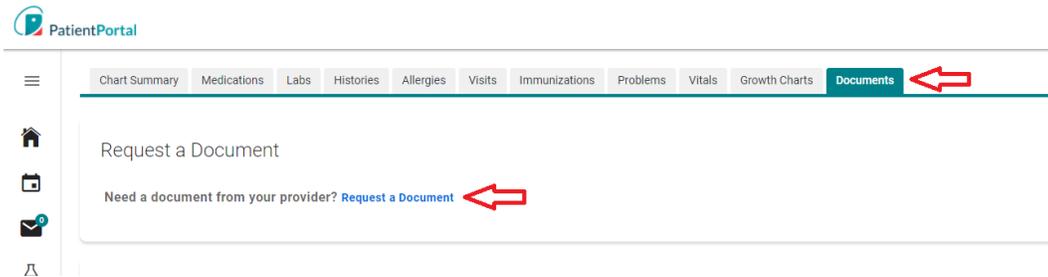
1. After logged into the Portal. Select the patient that the document is for from the top right.



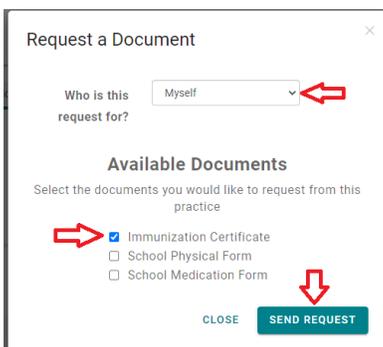
2. Select the "My Chart" section from the panel on the left. Then, select the "Documents" option in that section.



3. Make sure that the "Documents" tab is selected at the top. Then, select the "Request a Document" link below.



4. Select the patient from the dropdown, check the box of the document you want to request, and select the "Send Request" button.



Once the documents are ready, they will show up in the Clinical Documents section on this page. This may take up to 48 hours.