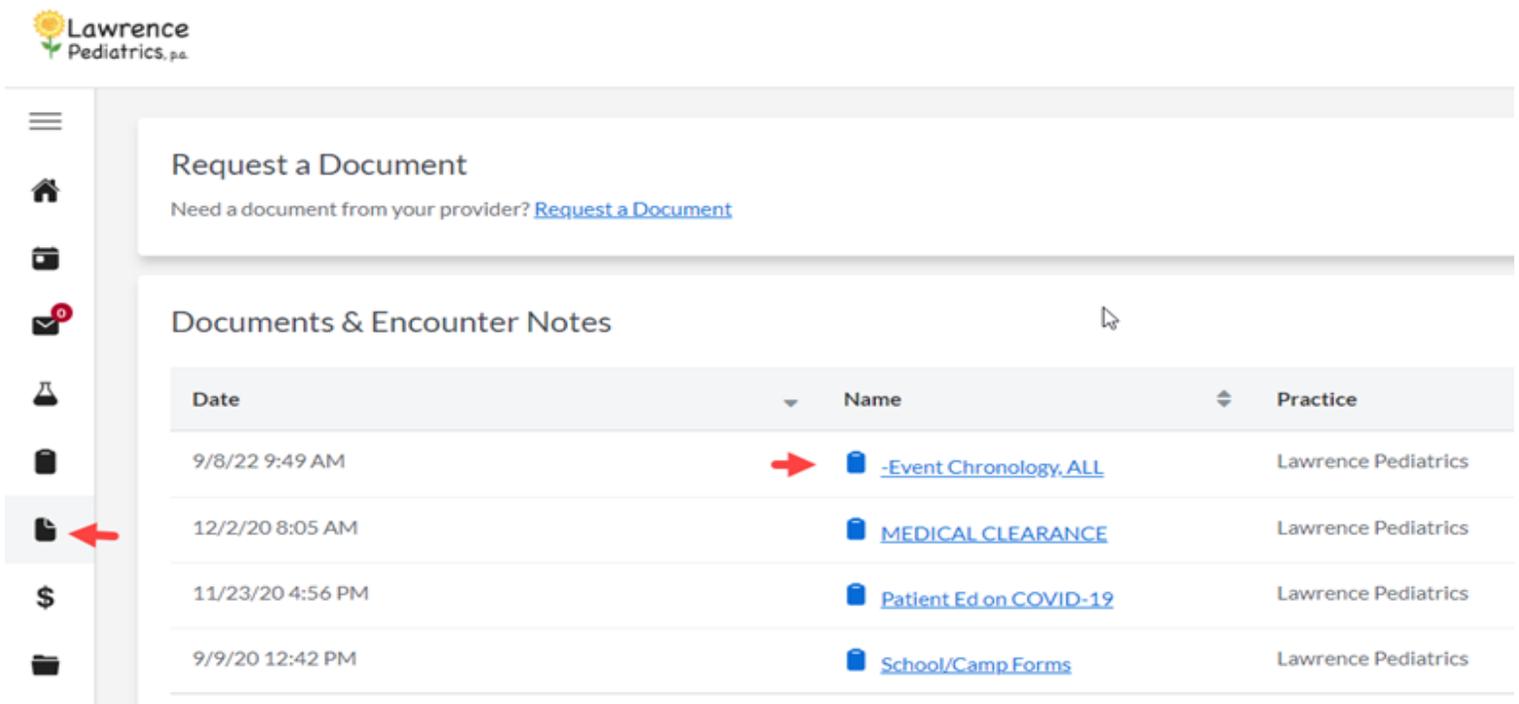


1. After logging into your parent portal **select the patient chart** (Top right corner)



2. Click the chart icon Documents on left side and select documents from the drop down
3. Documents sent will be under **Documents & Encounter Notes**
4. Clicking on the Name of the file will download the document. It will be in PDF/jpg/tif format (depending on how the office uploaded it). You can then print the document or email it as an attachment.

Tips:

- Daycare Forms are named: School/Camp Forms
- If you have trouble opening the document on your mobile device, you may not have a program to open certain file types. If you see the name of the file, but it can't be downloaded/opened, you will need to use a computer web browser.
- If you're wondering if a document has been shared from the office, you will receive a message alerting you that a document is available on both the parent log in and under the patient messages.