HOW TO: UPLOAD PICTURE COPY OF ID & INSURANCE CARD ON PORTAL – FOR PATIENTS
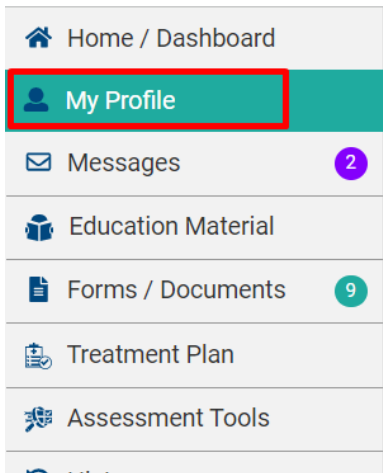
Step 1: On the left side tool bar, click "My Profile"

FOR DRIVERS LICENSE:
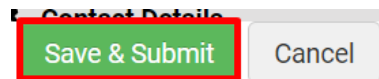
Step 2: Go to the "Primary Info" tab

Step 3: take or upload picture from your phone/computer

Step 4: Click "Save & Submit"

NOTE: to confirm, properly uploaded, this is how it will appear:
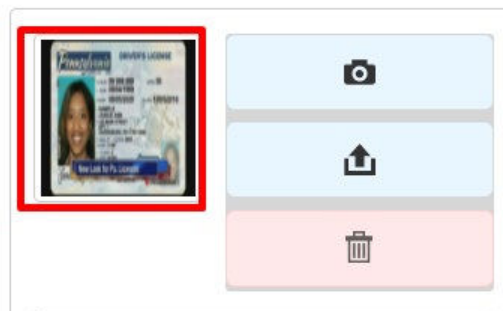
FOR INSURANCE CARD:

Step 2: go to the "Insurance Details" tab

Step 3: FILL OUT ALL INSURANCE INFORMATION **FIRST**

NOTE: AFTER you input your demographics (in "Primary Info" tab), under subscriber details, click "import my details entered earlier", for auto-filling information. THIS ONLY WORKS IF YOU ARE THE SUBSCRIBER

Step 4: take or upload picture from your phone/computer

NOTE: Be sure you upload both FRONT & BACK of insurance card
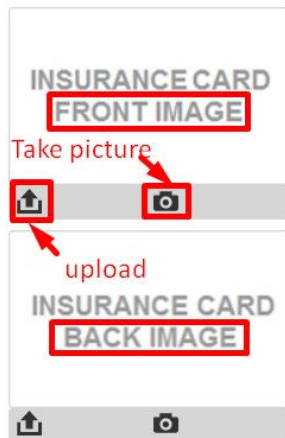
Step 5: Click "Add"

NOTE: to confirm, properly uploaded, this is how it will appear: