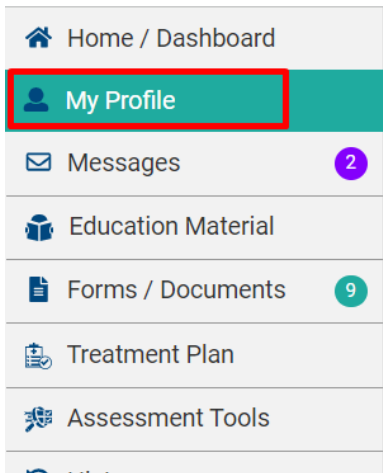


## HOW TO: UPLOAD PICTURE COPY OF ID & INSURANCE CARD ON PORTAL – FOR PATIENTS

Step 1: On the left side tool bar, click “My Profile”



### FOR DRIVERS LICENSE:

Step 2: Go to the “Primary Info” tab



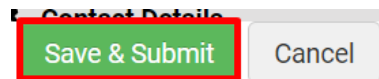
Step 3: take or upload picture from your phone/computer

Suffix: Select  
DOB\*: 1/1/2000  
MRN: 0000000908  
SSN: Take a picture from your phone  
Primary Facility: Complete Mind Care of PA

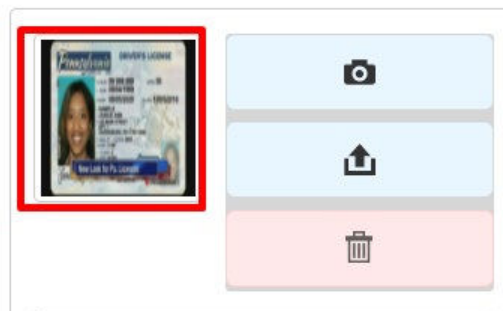
Upload a picture from your computer or phone  
Manage Signature

The form contains several input fields. A red box highlights the photo upload area, which includes a person icon, a camera icon, and an upload icon. Red arrows point from the text 'Take a picture from your phone' to the camera icon and from 'Upload a picture from your computer or phone' to the upload icon.

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



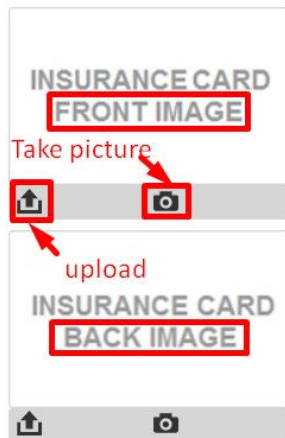
Step 3: FILL OUT ALL INSURANCE INFORMATION **FIRST**

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:

