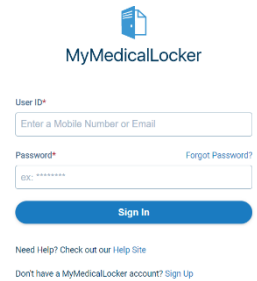
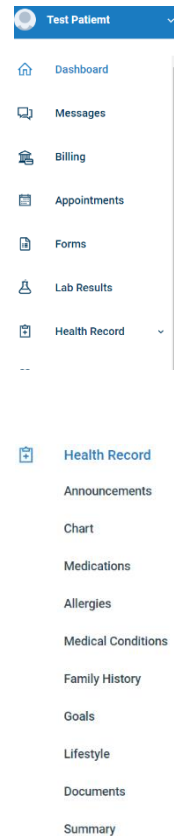


# How to upload paperwork on to the patient portal

1. Sign into your patient portal account at mymedicallocker.com.  
If you do not have an account please call the office and we will get you set up.

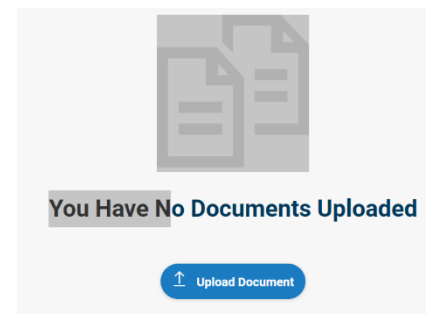


2. On the left-hand side of the screen is the menu options. Please select Health Record. A drop-down menu will appear.



3. From the drop-down menu please select Documents.

4. In the middle of the screen click the upload documents. This will pop-up a new screen.



5. Click upload new file. This will open the file folder on your computer.
  
6. Find and click on the document that you have scanned and click open.  
 \*\* It will only let you upload one document at a time.
  
7. You should now see the file name in the blue box and in the document name.
  
8. The date will automatically input as the day you are uploading.
  
9. In the type you would like to select Medical forms.
  
10. If you would like to add a description you may do so.
  
11. Click Save.
  
12. Your upload has been completed.

**Upload New Document** [Close]

**Upload a New File**

Document Name

Date

Type

Description

**Save**

**Upload New Document** [Close]

**New pt pw.pdf**

Document Name

Date

Type

Description

**Save**

NAME	TYPE	DATE UPLOADED	ACTIONS
New pt pw.pdf	Medical Forms	Mar 28, 2020	