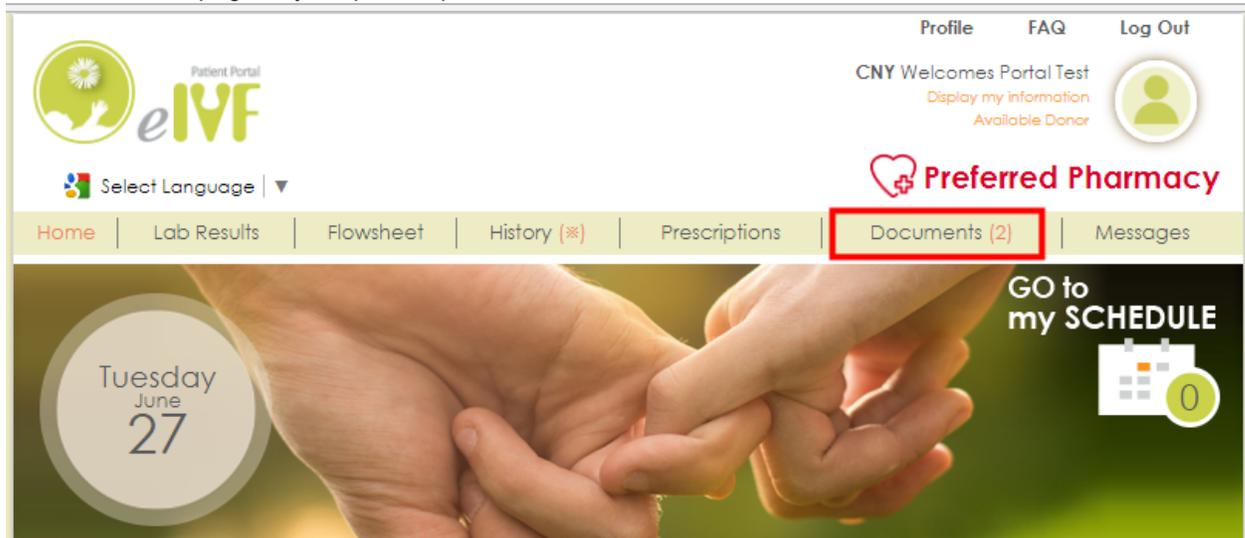


Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

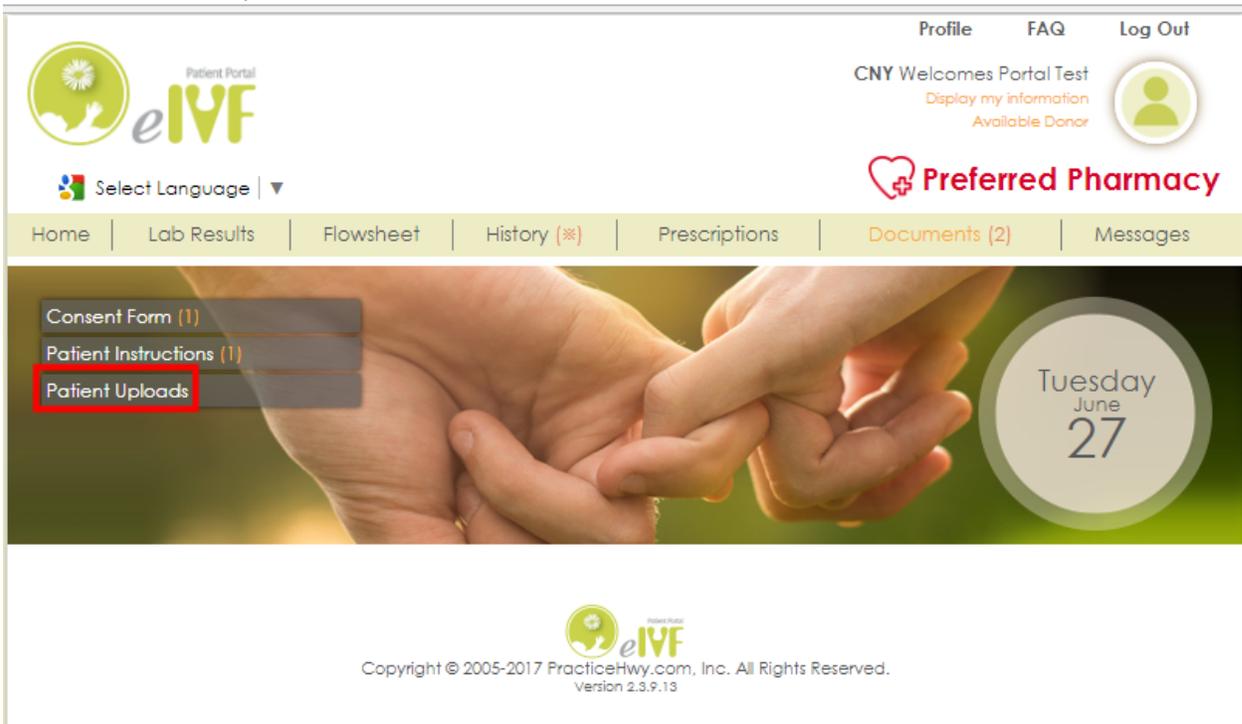
How to Upload a Document in the CNY Patient Portal

To upload a document to your patient portal it must first be scanned into your computer as a pdf file.

1. From the home page of your patient portal click on "Documents"



2. Click on Patient Uploads





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SYRACUSE ALBANY ROCHESTER BUFFALO ATLANTA MONTREAL

Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

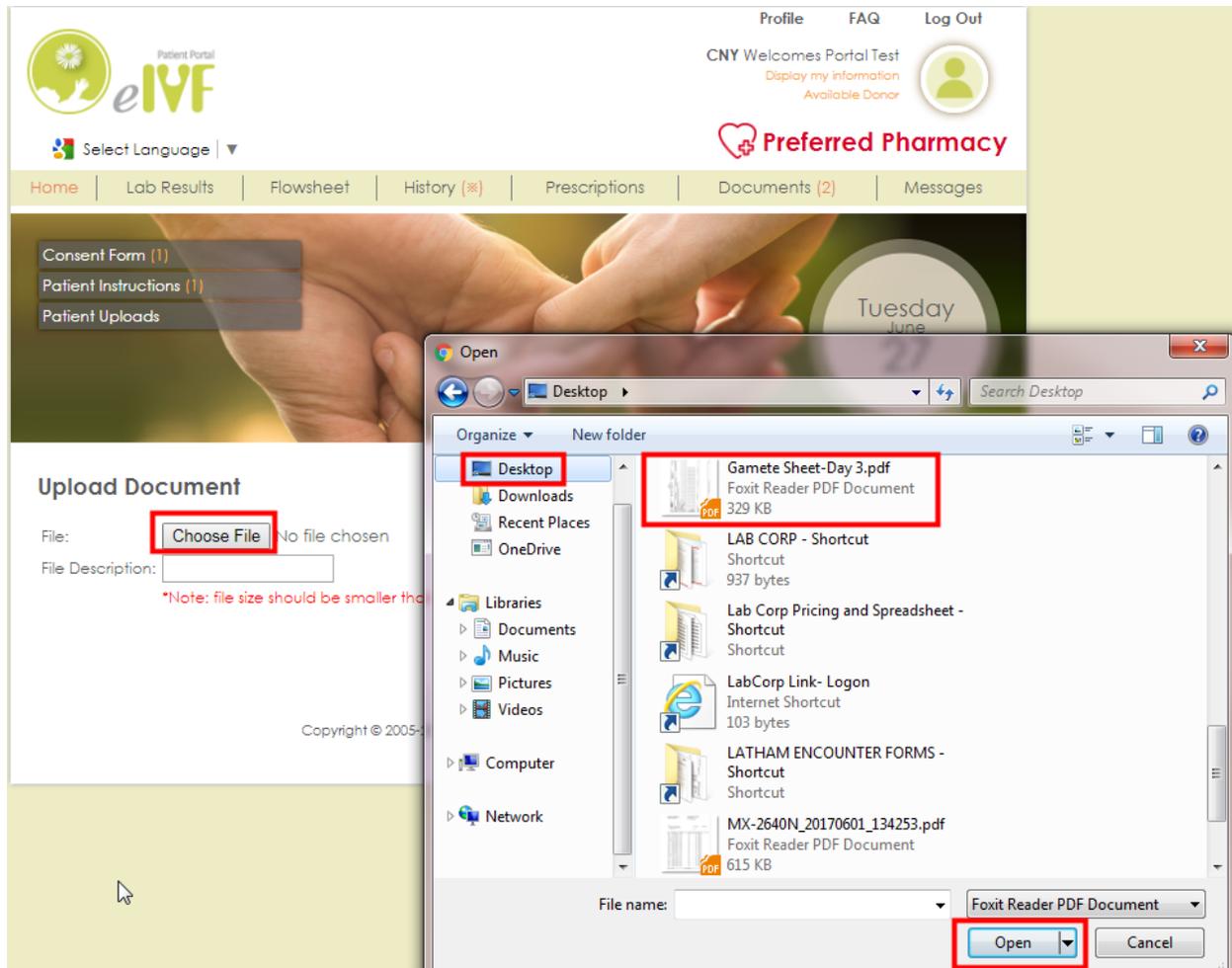
3. Click on "Please click here to upload pdf files"

The screenshot shows the Patient Portal interface. At the top right, there are links for Profile, FAQ, and Log Out. Below these, it says "CNY Welcomes Portal Test" with options to "Display my information" and "Available Donor". There is also a "Preferred Pharmacy" logo. A navigation bar contains: Home, Lab Results, Flowsheet, History (*), Prescriptions, Documents (2), and Messages. A main content area features a background image of hands holding a baby, with a date display for Tuesday, June 27. On the left, there are buttons for "Consent Form (1)", "Patient Instructions (1)", and "Patient Uploads". A red box highlights a link that says "Please click here to upload pdf files." Below this is an "Upload Document" button. At the bottom, there is a table with columns for Date, Title, Description, and Last Review Date.

Date	Title	Description	Last Review Date
------	-------	-------------	------------------

Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

4. Click on
- Choose File
 - Click on area you scanned file into
 - Click on file to to be uploaded
 - Click Open



Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

5. Name your document and click upload

The screenshot displays the CNY Fertility Patient Portal interface. At the top, there are navigation links for Profile, FAQ, and Log Out. A welcome message reads "CNY Welcomes Portal Test" with options to "Display my information" and "Available Donor". A "Preferred Pharmacy" logo is also visible. A navigation bar includes Home, Lab Results, Flowsheet, History (with a star icon), Prescriptions, Documents (2), and Messages. Below this is a banner with a background image of hands holding each other, a date display for "Tuesday June 27", and a list of document categories: Consent Form (1), Patient Instructions (1), and Patient Uploads. The main content area is titled "Upload Document" and shows a file upload form. The "File:" field contains "Gamete She...Day 3.pdf" and a "Choose File" button. The "File Description:" field contains "IVF Consent" and is highlighted with a red box. Below the description is a note: "Note: file size should be smaller than 4MB." and an "Upload" button, also highlighted with a red box. The footer includes the eIVF logo and copyright information: "Copyright © 2005-2017 PracticeHwy.com, Inc. All Rights Reserved. Version 2.3.9.13".

Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

6. The system will now confirm your document has been uploaded

The screenshot displays the eIVF Patient Portal interface. At the top right, there are links for 'Profile', 'FAQ', and 'Log Out'. Below these, a message reads 'CNY Welcomes Portal Test' with options to 'Display my information' and 'Available Donor'. A 'Preferred Pharmacy' logo is also visible. The main navigation bar includes 'Home', 'Lab Results', 'Flowsheet', 'History (※)', 'Prescriptions', 'Documents (3)', and 'Messages'. A central banner features a photo of hands holding a small object, with a date display for 'Tuesday June 27'. On the left of the banner, there are three notification boxes: 'Consent Form (1)', 'Patient Instructions (1)', and 'Patient Uploads (1)'. A red-bordered box highlights a 'Thank you' message: 'Thank you' followed by 'Your document has been uploaded.' at the bottom of the page, there is a copyright notice: 'Copyright © 2005-2017 PracticeHwy.com, Inc. All Rights Reserved. Version 2.3.9.13'.



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SYRACUSE ALBANY ROCHESTER BUFFALO ATLANTA MONTREAL

Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

Uploading a Photo and Drivers License

We ask that you upload one identifiable photo of yourself into your Patient Portal. This photo should not include any other individuals and should not be a photo taken from a social media app, such as Snapchat.

We also ask that you upload a copy of your driver’s license and your insurance card. Before uploading these documents they must first be scanned into your computer.

1. From the home page of your patient portal click on “Profile”

The screenshot shows the Patient Portal interface. At the top right, the 'Profile' link is highlighted with a red box. Below it, there are links for 'FAQ' and 'Log Out'. The main header includes the 'eIVF' logo, a 'Patient Portal' label, and a 'CNY Fertility Center Welcomes Portal Test' message with 'Display my information' and 'Available Donor' options. A 'Preferred Pharmacies' banner is also visible. A navigation bar contains links for 'Home', 'Lab Results', 'Flowsheet', 'History (8)', 'Prescriptions', 'Documents (3)', and 'Messages'. A dropdown menu is open, listing options: 'Demographics', 'Insurance', 'Clinicians', 'Change Password', 'Update Photo', 'Update Driver License', 'Update Security Question', and 'Update / Review Referral Source'. A date widget on the right shows 'Tuesday March 20'.

Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

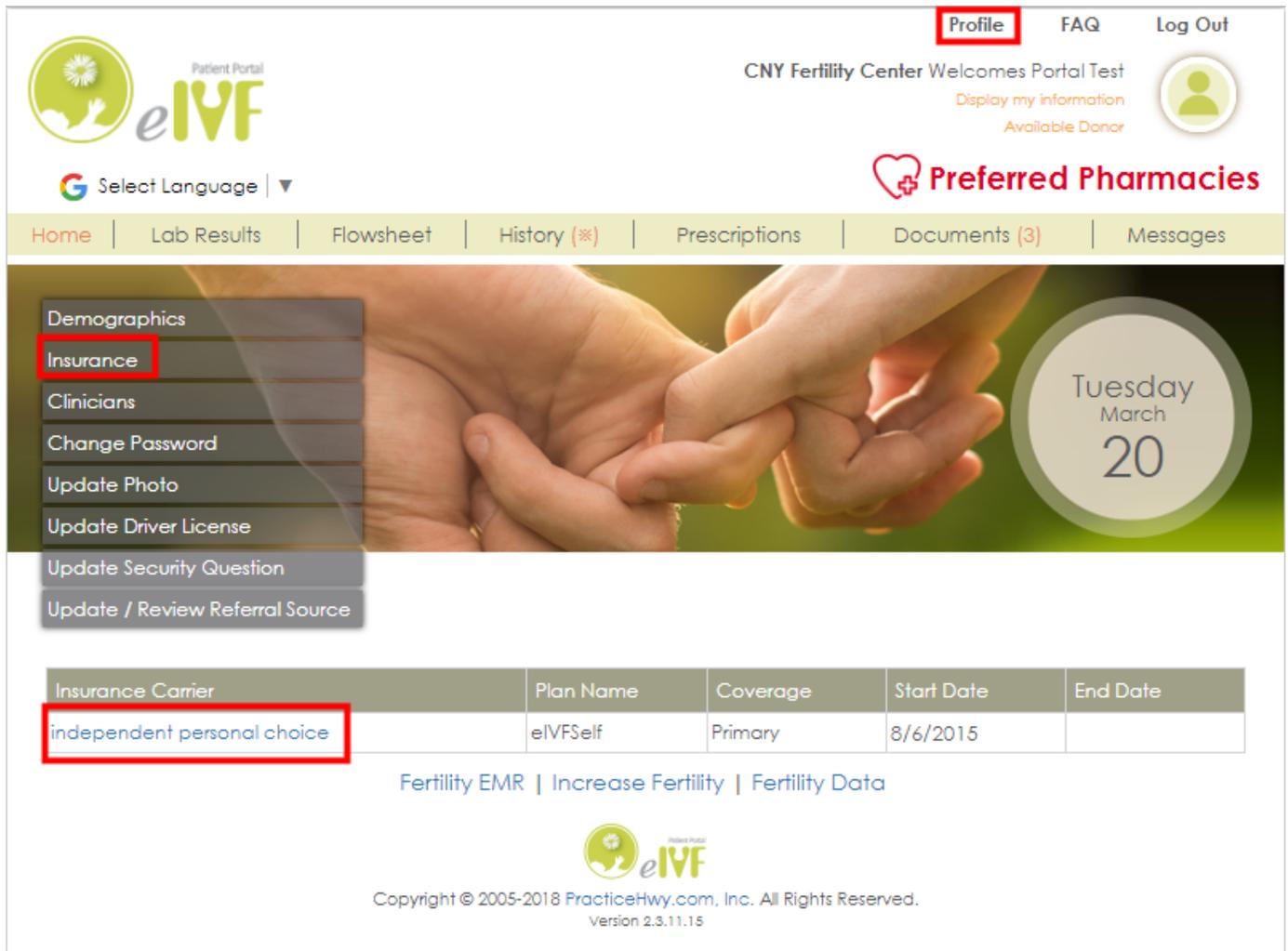
2. Click on Update Photo or Update Driver License and follow instructions

The screenshot shows the CNY Fertility Patient Portal interface. At the top right, there are links for Profile, FAQ, and Log Out. Below these, a message reads "CNY Fertility Center Welcomes Portal Test" with a link to "Display my information Available Donor" and a user profile icon. A "Preferred Pharmacies" banner is also visible. A navigation bar includes Home, Lab Results, Flowsheet, History (with a notification icon), Prescriptions, Documents (3), and Messages. A sidebar menu on the left lists various options, with "Update Photo" and "Update Driver License" highlighted in a red box. The main content area features a large image of hands holding a small object, with a date display showing "Tuesday March 20". Below this, there is a section titled "Update Personal Photo" with a placeholder for a profile picture. A red box highlights the "Upload Image:" section, which includes a "Choose File" button (currently showing "No file chosen") and a "Submit" button. A note below states: "* Only image file will be accepted. ex: jpg, png, and gif". At the bottom, there are links for "Fertility EMR | Increase Fertility | Fertility Data" and the eIVF logo. The footer contains copyright information: "Copyright © 2005-2018 PracticeHwy.com, Inc. All Rights Reserved. Version 2.3.11.15".

Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

Uploading Insurance Card

- From your Profile click on Insurance then click on the name of the insurance carrier listed.



The screenshot shows the Patient Portal interface. At the top right, there are links for Profile, FAQ, and Log Out. The Profile link is highlighted with a red box. Below these links, it says "CNY Fertility Center Welcomes Portal Test" and "Display my information Available Donor". There is also a "Preferred Pharmacies" logo. A navigation bar contains links for Home, Lab Results, Flowsheet, History (with a star icon), Prescriptions, Documents (3), and Messages. On the left, a profile menu is open, with "Insurance" highlighted by a red box. Below the menu is a table of insurance carriers:

Insurance Carrier	Plan Name	Coverage	Start Date	End Date
independent personal choice	eIVFSelf	Primary	8/6/2015	

Below the table, there is a footer with the text "Fertility EMR | Increase Fertility | Fertility Data" and the eIVF logo. At the bottom, it says "Copyright © 2005-2018 PracticeHwy.com, Inc. All Rights Reserved. Version 2.3.11.15".

- Follow instructions for upload:

Patient Name:	ID #:	DOB:	Age:
Partner Name:	ID #:	DOB:	Age:

[Profile](#) [FAQ](#) [Log Out](#)



CNY Fertility Center Welcomes Portal Test

[Display my information](#)

[Available Donor](#)





[Home](#) | [Lab Results](#) | [Flowsheet](#) | [History \(※\)](#) | [Prescriptions](#) | [Documents \(3\)](#) | [Messages](#)

- Demographics
- Insurance
- Clinicians
- Change Password
- Update Photo
- Update Driver License
- Update Security Question
- Update / Review Referral Source

Tuesday
March
20

General

Insurance Carrier:	independent person
Insurance Plan:	eIVFSelf
Policy Number:	
Start Date:	8/6/2015
End Date:	

Information

Coverage:	Primary
Copay Amount:	0.00
Group ID:	GRP57585

Referral Authorization

Referral No	Reason	Authorize No	Authorize By	Start Date	End Date	Visit Allow	Balance Exist

Upload Insurance Card

Insurance Card Images

Front:

 No file chosen

Back:

 No file chosen

* Only image file will be accepted. ex: jpg, png, and gif