

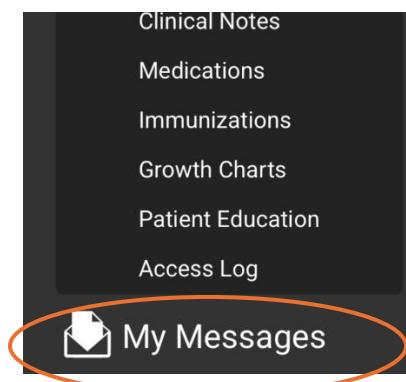
## Uploading documents to the portal from a mobile device:

### 1. Go to [Myhealthrecord.com](https://myhealthrecord.com)

and log in to your account



### 3. On the left side, scroll down to **My Messages**



### 5. To field click: **General**

In the “I would like to” field click **ask a medical question**.

“What is the symptom condition?” field type ADD packet or enter the type of document you are uploading. (i.e., Initial ADD Packet, IEP, Autism eval, Psychoeducational Eval, etc.)

Click **Attach File**, select your file and click **Send**

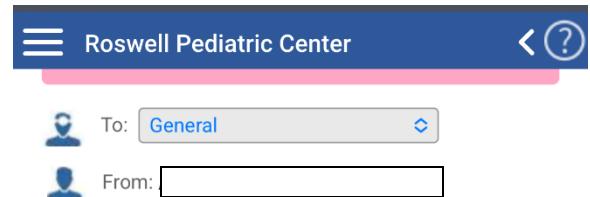
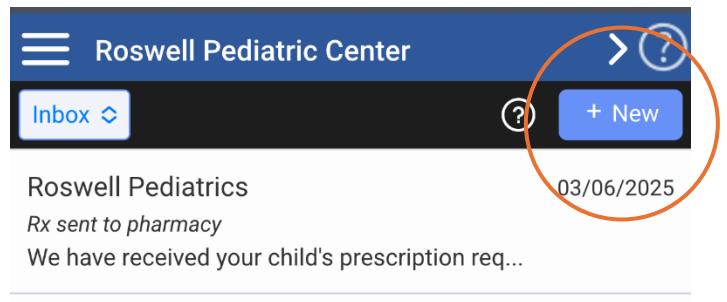
At the top of the screen, you will see this when the file was uploaded successfully.

Success!  
Message Submitted

### 2. Click the 3 lines (top left)



### 4. Click **+ New**



What is the symptom/condition?  
ADD Packet

Maximum subject length is 50 characters.  
[Change question type](#)

Anything else you would like us to know?

Type your notes here

• IMG\_5568.jpeg X

**Attach File**

**Send**

**Cancel**

Attached files will be converted to .PDF