

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

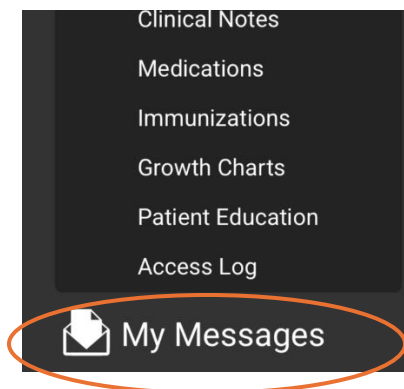
1. Go to **Myhealthrecord.com** and log in to your account



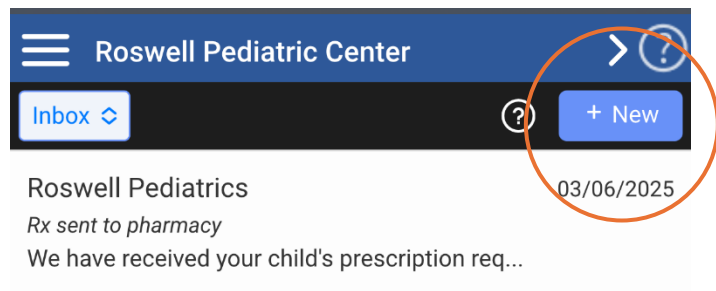
2. Click the 3 lines (top left)



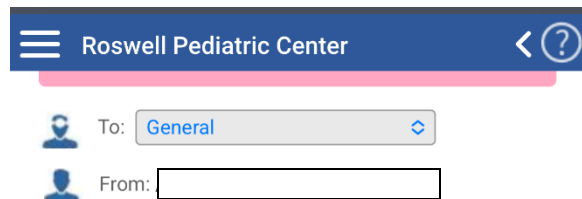
3. On the left side, scroll down to **My Messages**



4. Click **+ New**



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.)

Please give us a little more information below before sending

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



Attached files will be converted to .PDF

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