

To send your completed intake form(s) to your provider:

1. [Login](#) to your patient portal. *(If you are a new patient, you will be receiving your patient portal activation email in the coming days.)*

2. Click **View messages**.

3. Click **New Message**.

4. Select your provider from the *To* drop-down list.

5. Enter the Subject and Message.

6. Attach your intake document. And if you have more than 1 form, it is best to send them just 1 to 2 at a time.

7. Click **Send Secure Message**.

The screenshot shows the 'Kareo patient portal' interface. At the top is a navigation bar with links: Dashboard, Health Records, Documents, Messages, Payments, and a user profile for Shirley Bishop. The main content area is titled 'Messages' and contains a sidebar with 'Inbox' and 'Sent Messages'. The 'New Message' form is the central focus, with a header stating 'Your messages are always secure.' The form includes a 'To' dropdown menu with 'Diana Hudson' selected, a 'Subject' text box with 'Need Refill', and a 'Message' text box containing 'Hi Dr. Hudson. Could you call the pharmacy to approve a refill request?'. A character count '927 characters left.' is visible. Below the message box is an 'Attachments' section with a dashed border and a prompt to 'Drop documents here, or browse for files'. At the bottom of the form is a blue 'Send Secure Message' button. An orange bracket on the left side of the form groups the 'To', 'Subject', and 'Message' fields, with a '2' next to it. Another orange bracket is next to the 'Send Secure Message' button, with a '3' next to it.

For more information about your patient portal (such as how to view and pay any future bills online), [click here](#).