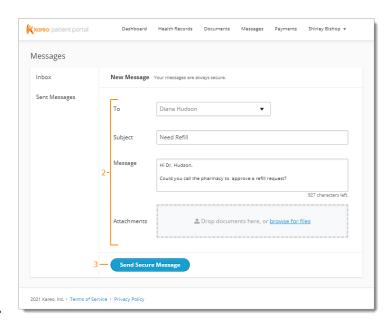
To send your completed intake form(s) to your provider:

- 1. <u>Login</u> 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**.

For more information about your patient portal (such as how to view and pay any future bills online), <u>click here</u>.