Sending a Document via UHSConnect

1. Log into UHSConnect (https://uhsconnect.ur.rochester.edu/)

2. If you have trouble logging into UHSConnect, please email HHF@uhs.rochester.edu.

3. Click **Document Upload**.

4. Click on the downward arrow under *Document Type* and select the document that you wish to upload.
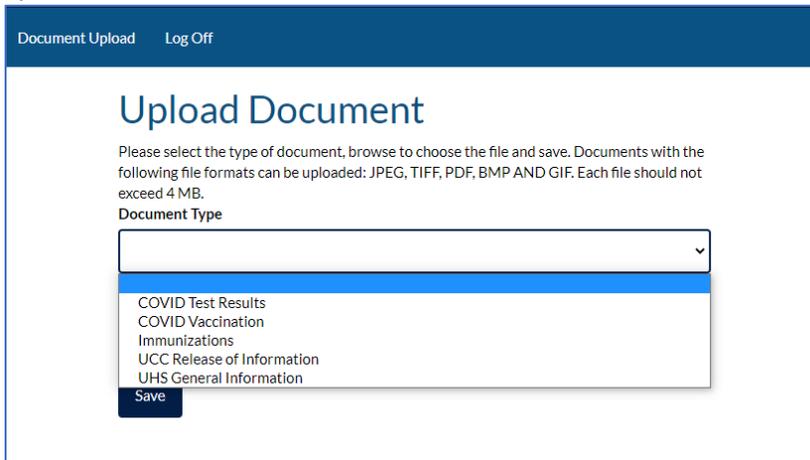
5. Click **Browse** and find your document

6. Click **Save**.

7. You will get a pop-up window that displays *Upload Complete*.

8. Click **Close**.

9. Log off of UHSConnect.