Sending a Document via UHSConnect

- 1. Log into UHSConnect (https://uhsconnect.ur.rochester.edu/)
- 2. If you have trouble logging into UHSConnect, please email <u>HHF@uhs.rochester.edu</u>.
- 3. Click **Document Upload**.
- 4. Click on the downward arrow under *Document Type* and select the document that you wish to upload.

Document Upload Log Off	
	Upload Document
F f E	Please select the type of document, browse to choose the file and save. Documents with the oilowing file formats can be uploaded: JPEG, TIFF, PDF, BMP AND GIF. Each file should not exceed 4 MB. Document Type
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	COVID Test Results COVID Vaccination Immunizations UCC Release of Information UHS General Information Save

- 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.