Guide for SendSafely: Secure document upload tool
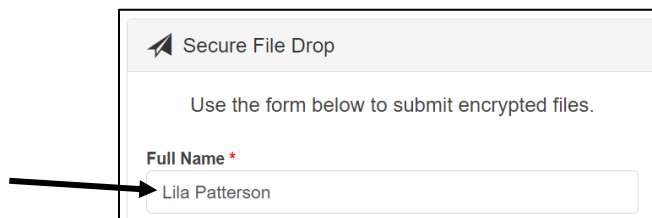
1. Click on the link received via SMS or email: https://porticohealthnet.sendsafely.com/dropzone/sendsafely

Portico Healthnet Secure Document Upload: Use this link to upload documentation to complete your MNsure application: https://porticohealthnet.sendsafely.com/dropzone/sendsafely

DO NOT SIMPLY REPLY TO THIS TEXT OR YOUR DOCUMENTS WILL NOT BE SECURE.

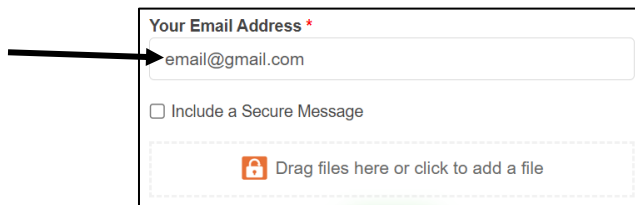2. Under Full Name enter First Name and Last Name.

Secure File Drop

Use the form below to submit encrypted files.

Full Name *
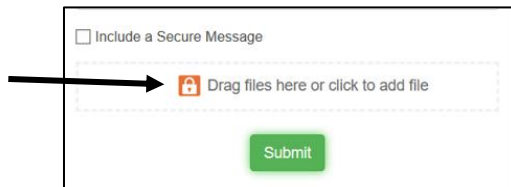
Lila Patterson

3. Enter email address.

Your Email Address *

email@gmail.com

☐ Include a Secure Message

🔒 Drag files here or click to add a file

4. It is **optional** to click to 'Include a Secure Message', otherwise continue to add files (see below).

☐ Include a Secure Message

🔒 Drag files here or click to add file

Submit

5. Click to add files:
   a. <u>From a computer:</u> Click on 'Drag files here or click to add file' to add files. Locate the documents to add from your computer. Then click the green submit button.
   b. <u>From a smartphone:</u> Click 'Tap here to attach files or launch the camera.' Take photo or locate photos from photo library of the documents to add. Then click the green submit button.

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