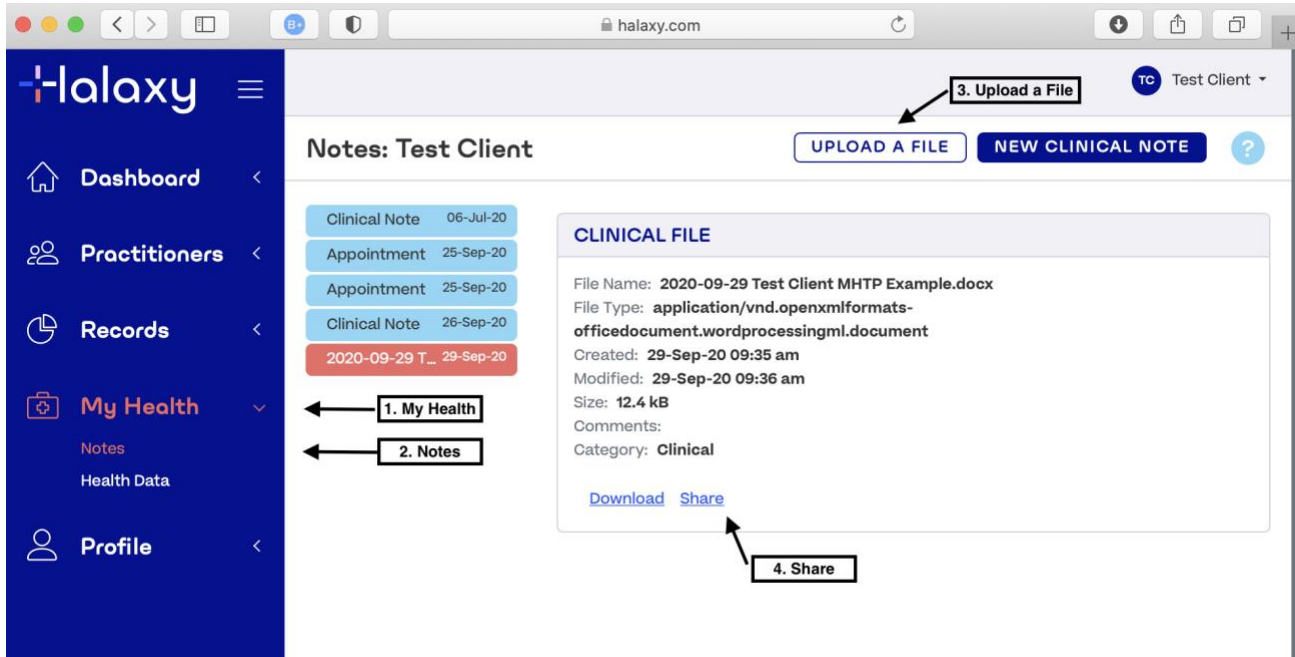


How to Upload and Share Files with Daniel through the Patient Portal

Log into the Patient Portal then:

1. Click on My Health.
2. Click on Notes.
3. Click on Upload a File, then follow the prompts.
4. Click on Share, to share the file with Daniel.



The screenshot shows the Halaxy patient portal interface. The sidebar on the left contains navigation options: Dashboard, Practitioners, Records, My Health, and Profile. The 'My Health' section is expanded, showing 'Notes' and 'Health Data'. The main content area displays 'Notes: Test Client' with a list of notes. A 'CLINICAL FILE' section shows details for a document named '2020-09-29 Test Client MHTP Example.docx'. Annotations with numbered boxes (1-4) point to the 'My Health' menu item, the 'Notes' sub-item, the 'Upload a File' button, and the 'Share' link respectively.

How to Access Other Features

Feature	Click on...	Then click on...
View and manage your invoices.	Records	Invoices
View your appointments.	Records	Appointment List
Sync your appointment time zone settings.	Profile	Settings
Update your contact details.	Profile	Profile
Update your payment details.	Profile	Payments
View and download copies of GP letters etc. that Daniel has shared with you.	My Health	Notes