

# Secure Document Upload

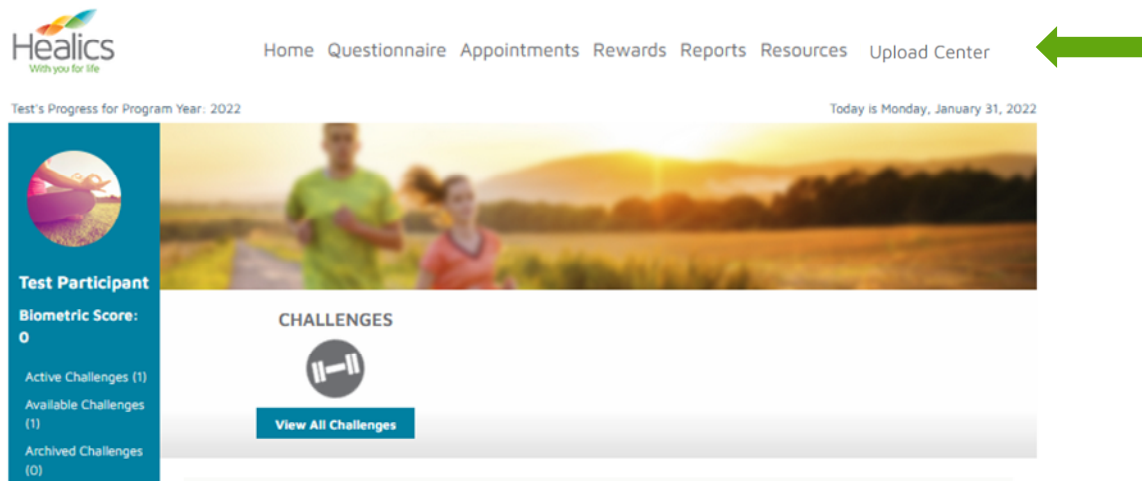
## User Instructions



### Uploading Documents using the Secure Document Center

This is used for the wellness activities that require proof, such as walk/runs, annual physical etc.

1. Click **Upload Center** in the top menu bar of your MyHealics Dashboard



2. Select **Browse** to locate the document you wish to upload. Under **Document Type**, select Wellness Program Points and add any notes. Click **Upload** when ready to submit the document. **Please note** there is a maximum size document and support file types allowed for the upload. If you are uploading from a personal device and the file size is too large, you may want to scan and upload from a City computer.

### SECURE DOCUMENTS CENTER

Today is Monday, January 31, 2022

#### Guidelines

- To securely upload a document, please use the "Upload New Document" section to the right.
- If you want to view an uploaded document, please use the "Uploaded Secure Documents" section to the right and under "Options" column, click "Download" icon.
- If you have uploaded a document and you want to delete it, please use the "Uploaded Secure Documents" section to the right and under "Options" column, click "Trash" icon.

#### Upload New Document

Please use the form below to upload your document.

Document Path  DC Sample.pdf

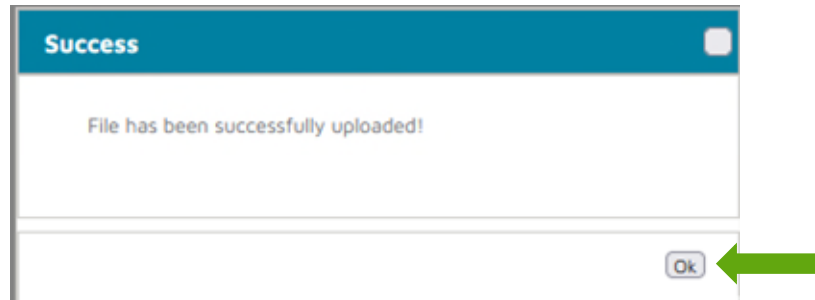
(Max. Size: 2 MB)

Supported File Types: PDF, PNG, GIF, JPG, ZIP

Document Type

Notes (Optional)

3. A confirmation will appear once the file has been loaded. Click **Ok** to continue



4. The document will appear under the Uploaded Secure Documents, along with options to download and delete documents

### Uploaded Secure Documents

Original File Name	Document Type	Date Uploaded	Options
DC Sample.pdf	Wellness Program Points	01/31/2022 01:49 pm	 

We recognize the importance of protecting the privacy and security of our patients and participants. Therefore, Healics **has implemented state-of-the-art security features on our web site to ensure the highest levels of security for our patients and participants.**

*Please allow 1-2 business days for Healics to verify and award credit for documents submitted*