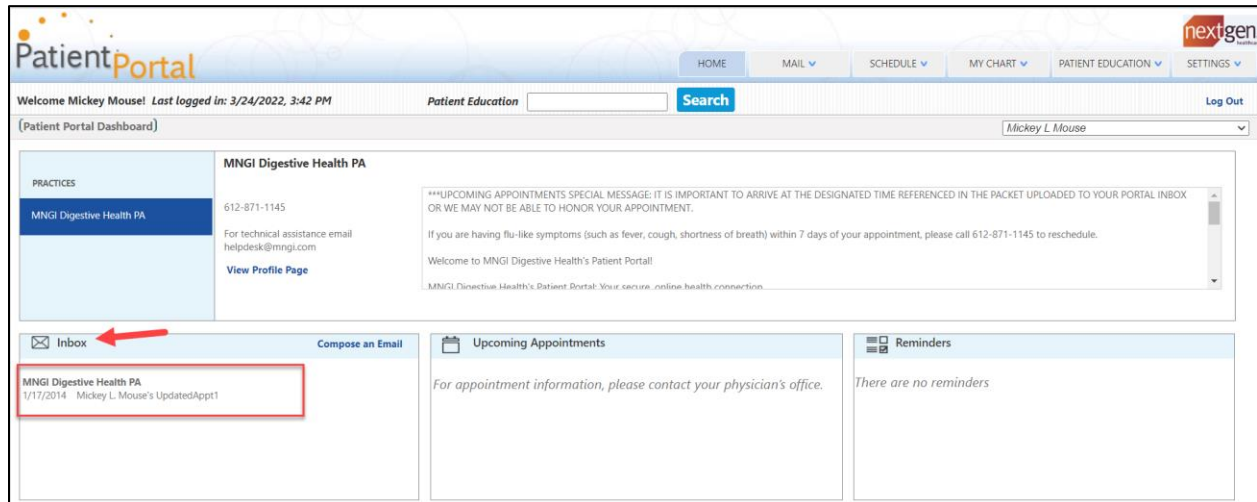
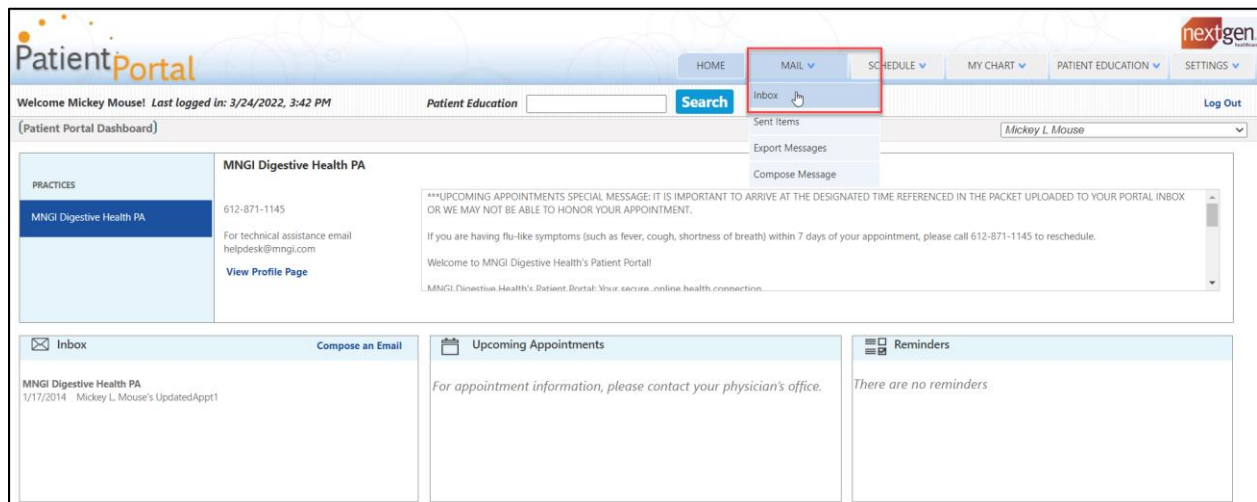


## How do I print or download documents from the Patient Portal?

- Login to the Patient Portal and navigate to the inbox one of two ways:
  1. Click on the appropriate document displayed in the “Inbox” section.

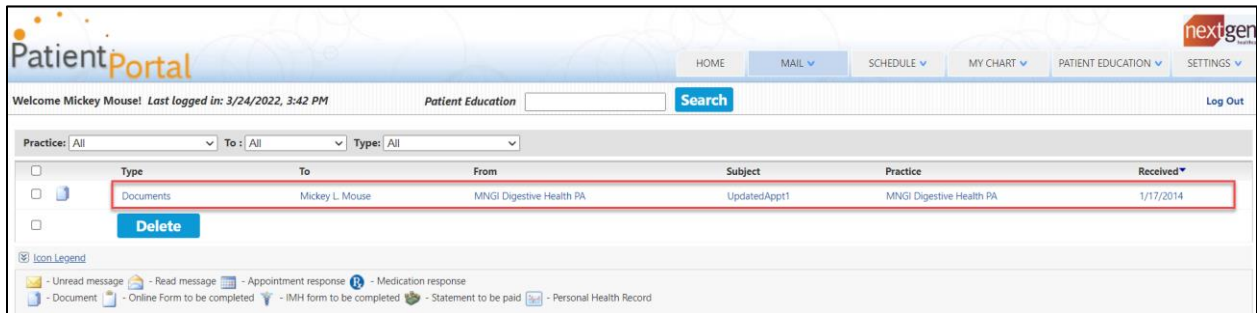


2. If the applicable document is not displayed in the “Inbox” section:
  - Click on the “Mail” tab, located towards the top of the page, and select “Inbox” from the dropdown.



**Continued on next page**

- Click on the appropriate document listed in the inbox.



- Once the document displays, you can either download or print it.
  1. Click on “downward arrow” icon to download the document and save it as file. Please note the document will save as a PDF file.

**OR**

  2. Click on the “printer” icon to print the document to the desired printer.

