

## **REGULATORY DOCUMENT UPLOAD INSTRUCTIONS TO THE EIMPRIS REGULATORY PORTAL**

Please refer to the cover letter for the documents which are required for participation in the EIMPRIS program. We suggest Copying or Moving Files/Documents to a new folder created with your Site Number and Practice Name for document uploads.

Before starting the File/Document Uploads you are required to have the following information available on your PC workstation:

**Cut and Paste the URL Link** shown below into a new **Internet Browser tab** such as Microsoft Edge or Google Chrome. **Please do not forward this Email/Link outside of your organization as it is programmed to your site.** This link will be good for 90 days only.

***LINK SENT INDIVIDUALLY TO EACH SITE***

This link will OPEN the internet browser page. On that page, please check your SITE NUMBER and PRACTICE SITE NAME. If this information is correct, you may proceed to the next steps. If it is not correct, please contact Audrey Gamble immediately.

On the top toolbar, **Click the UPLOAD Link.**

Next, from the dropdown selections list, **Select Files or Folder.**

### **If you selected Files:**

This will open the **Windows Explorer** dialog box.

**You will need to Browse to the File/Folder location and then select the files and or Folder you want to upload.**

Note: you are allowed to select one or more files if they reside in the same directory folder.

Click **Open** to Finish.

### **If you selected Folder:**

This will open the **Windows Explorer** dialog box.

**You will need to Browse to the FOLDER location and then select the folder you want to upload.**

Click **Open** to Finish.

After the upload, you will see your **Uploaded Files/Documents in your upload folder area.**

After uploading Files/Documents you can **Close and Exit** your Internet Browser application. Repeat as necessary for any new Files/Documents to be uploaded.