How to Upload a Document

January 9, 2015
Step 1

- Go to our website [www.sympllr.com](http://www.sympllr.com)
Step 2

- Select the "Login" button

- Select the "Login" button under the credentialing
Step 3

- Enter your Username and Password
- Select “Login”
Step 4

- Select “Account Set Up”
- Then select “Credentials and Policies”
- Then select “Hospital Credential & Policies”
Upload Process

- Make sure all documents meet symplr requirements.
  - You can find all requirements under the Instructions Tab, Credential Guide.
- Black out any Social Security Number.
- Name on document matches name in the account or on driver’s license.
- If document has multiple pages, they will need to be combined into one PDF file.
  - If unable to combine, contact symplr and we will help you.
Step 5

- Scroll down on page until you see the credentials
  - Beside each credential listed it will show which facility is requesting this credential.

- Find the credential you are needing to upload your document to.
  - Select “Upload”

### CREDENTIALS
Please review the required credentials that are listed below. Once you have uploaded a document, the status will change from “Incomplete” to In Review. Once the document is reviewed, the status will change to “Complete”. You may VIEW a document once you have uploaded a document to VIEW.

<table>
<thead>
<tr>
<th>Credential</th>
<th>Hospital</th>
<th>Upload</th>
<th>View</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR Protocol Training</td>
<td>DEMO HOSPITAL (NOT A REAL HOSPITAL)</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Train Now!</td>
<td>DEMO HOSPITAL (NOT A REAL HOSPITAL)</td>
<td>UPLOAD</td>
<td></td>
<td>Complete</td>
</tr>
</tbody>
</table>
Step 6

- Select “Browse”
- Find the file on your computer
- Click “Open”
- Then click “Submit”

Upload Process
2. Scan this document and save it as a PDF.
3. Upload your PDF documents to your computer.
4. Click the “Browse” button and find your PDF’s.
5. Click the SUBMIT button!

File Format: PDF’s Only

At VCS our goal is to process your documents within 2 business days of receipt. To help ensure expedient processing, please submit one credential per file. For example:

- Include your TB test into one PDF file.
- Proof of your flu shot should be in a separate PDF file.
- When appropriate, combine all documents into one PDF which pertains to the specific credential.

Please note: if a PDF file is uploaded with multiple credentials in one file the documents will be declined.
Step 6: With Questions

- On some of the credentials required during the upload process you will need to answer some questions prior to seeing the upload button.
  - Just follow the steps on previous slide to upload.
Upload Process Complete

- You will follow this process for every document that needs to be uploaded.
- During this process if you have any problems please contact us at:
  - Phone: 281-863-9500 or Toll Free 866-373-9725, option 1
  - Online Chat
  - Email: support@sympllr.com