



## Uploading New Patient Records Securely- For Patients

### A Few important things to know before your login initially:

1. You need to create a separate account (not the same as your clinical portal log-in information).
2. Please do not use your phone for medical records upload.
3. Files should be uploaded as .pdf (.jpeg files will not upload successfully).
4. Chrome is the best internet browser for this process.

### Creating a User Account or Registering a New Account:

1. Navigate to: <https://bosft.ccrmivf.com/bds/Login.do>
2. Click on Register on the right side of the window if you have never created an account
  - a. If you have an account already, skip down to step #5

The screenshot shows the login page for CCRM. At the top is the CCRM logo. Below it is a message: "For security reasons, your session has expired." The main heading says "Please enter your username and password to sign in". Below this, instructions for Patients and Employees are provided. There are input fields for Username, Password, and Domain. A "Remember my username" checkbox is present. A blue "Sign in" button is at the bottom left. On the right side, there is a "Register" link circled in red, with the text "If you don't have a username, register here." Below it is a "Learn More" link with the text "Tell me more about Biscom SFT."

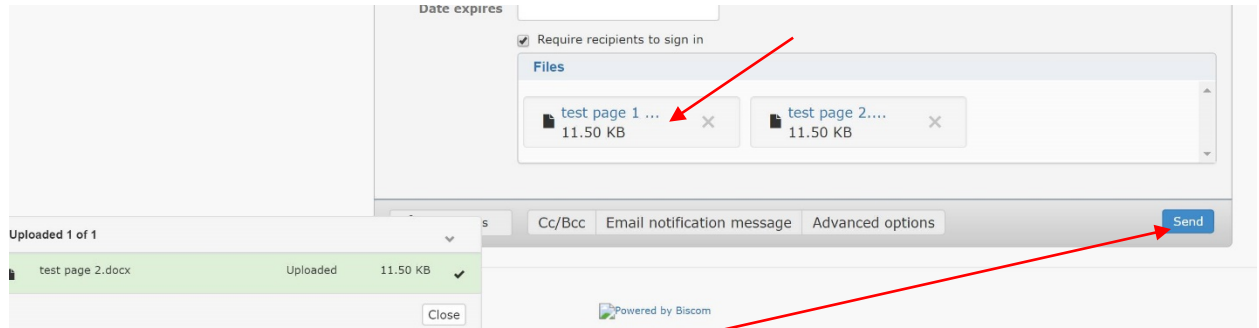
3. Fill in the Required Fields, accept the terms of service and click Register

The screenshot shows the registration page. It has several required fields marked with an asterisk: "Email address\*", "Confirm email address\*", "Name" (with sub-fields for First name, Middle name, and Last name), "Display as\*", "Password\*", and "Confirm password\*". There is a "Terms of service" section with a scrollable text area containing a confidentiality notice. Below the terms of service is a checkbox labeled "I accept the terms of service" which is circled in red. Below the checkbox is a legend: "\* Required fields". At the bottom is a blue "Register" button, also circled in red. A red bracket on the right side groups the "Last name" field and the "I accept the terms of service" checkbox.



## Uploading New Patient Records Securely- For Patients

8. Find the document(s) you wish to send on your computer. **You can select up to three at a time – there are no restrictions on file type or size.**
  - a. Double-click to attach and wait for the files to load. Confirm that the document(s) have uploaded and now show under “Files”



9. When you have attached the files, click “Send”
10. The system will confirm that your message was sent. Click “Back” to review the details

Delivery created!

The package was delivered successfully.