



## 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://cntsft.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 is "Please enter your username and password to sign in". There are two sub-headings: "Patients: You do not need to enter a Domain." and "Employees: Please include domain when logging in". The form has three input fields: "Username", "Password", and "Domain". There is a checkbox for "Remember my username" and a "Sign in" button. On the right side, there is a "Register" link circled in red, with the text "If you don't have a username, register here." and a "Learn More" link.

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 for "I accept the terms of service" and a "Register" button, both of which are circled in red. A red bracket on the right side of the page groups the "Last name" field and the "Register" button.

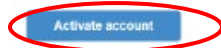


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4. You should receive an activation link sent to the email you provided from **BiscomSFT@colocrm.com**

- a. Click on the “Activate Account” button in the email you received.

Thank you for registering for an account. To activate your account, click on the button below.



- b. If you did not receive the activation link, you can have it resent to you here:

<https://sftsf.ccrmivf.com/bds/ResendActivation.do>

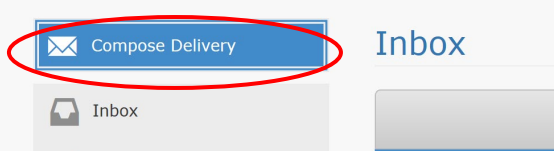
5. Once your account is activated you should be taken to the login page:

<https://cntsft.ccrmivf.com/bds/Login.do>

- a. Enter your User Name and Password information you have setup

- b. You do not need to enter a “Domain”**

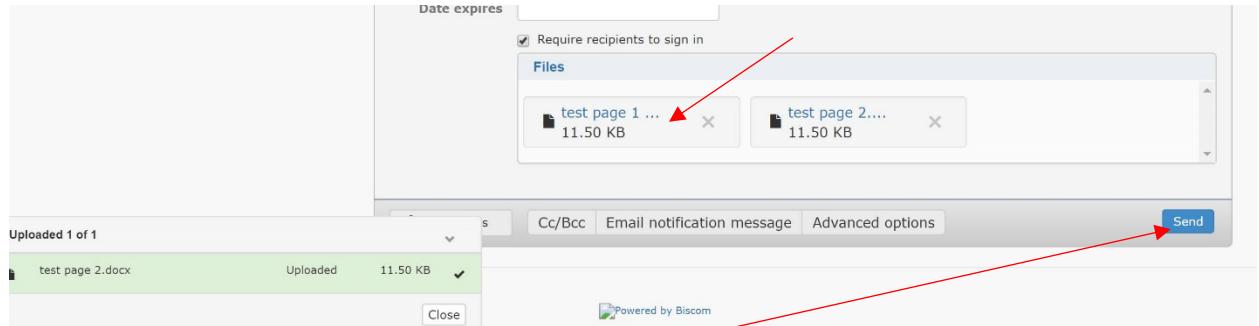
6. Once you’ve logged in, click on “Compose Delivery”



7. Enter a Subject, fill in the details in the message body, and then click on “Attach Files”

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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.