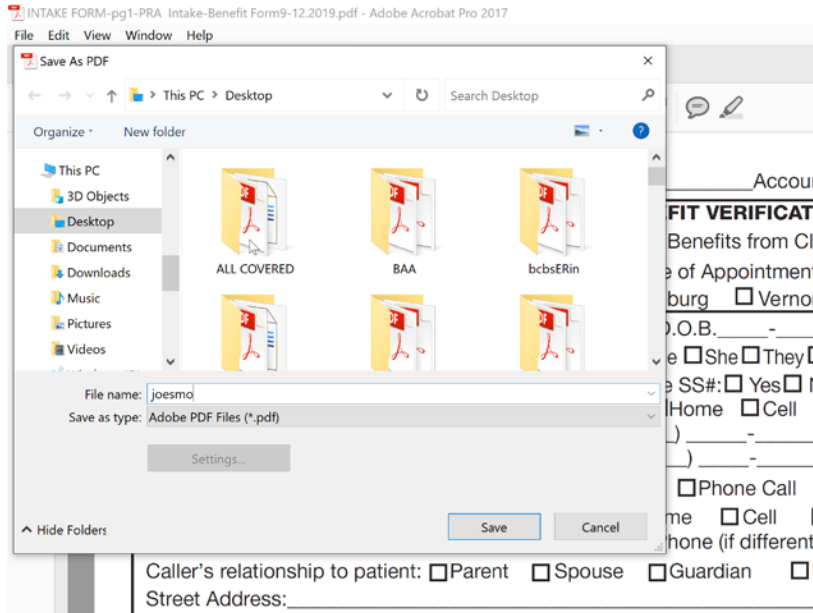


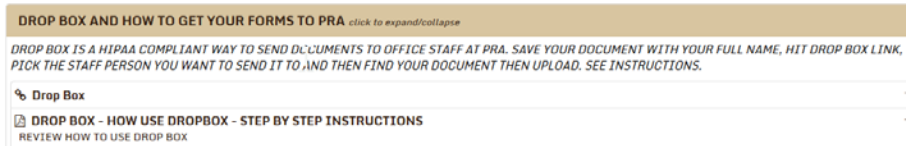
Drop Box

How to get forms to office staff!!

1. Complete your fillable forms while in ADOBE or other scanned forms and use **SAVE AS** to your desktop. **Save AS** file with patient's name and date of birth. i.e. Smith.David.02.15.1972



2. Go to PRA Website after saving document. Go to FORMS, then DROPBOX. Click on Drop Box



3. The below box will show, Enter the information – don't need company. Hit Continue

To continue, please enter your information below.

Email

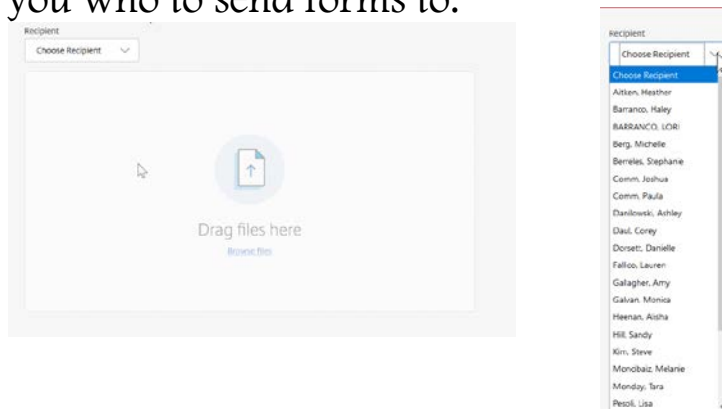
First Name

Last Name

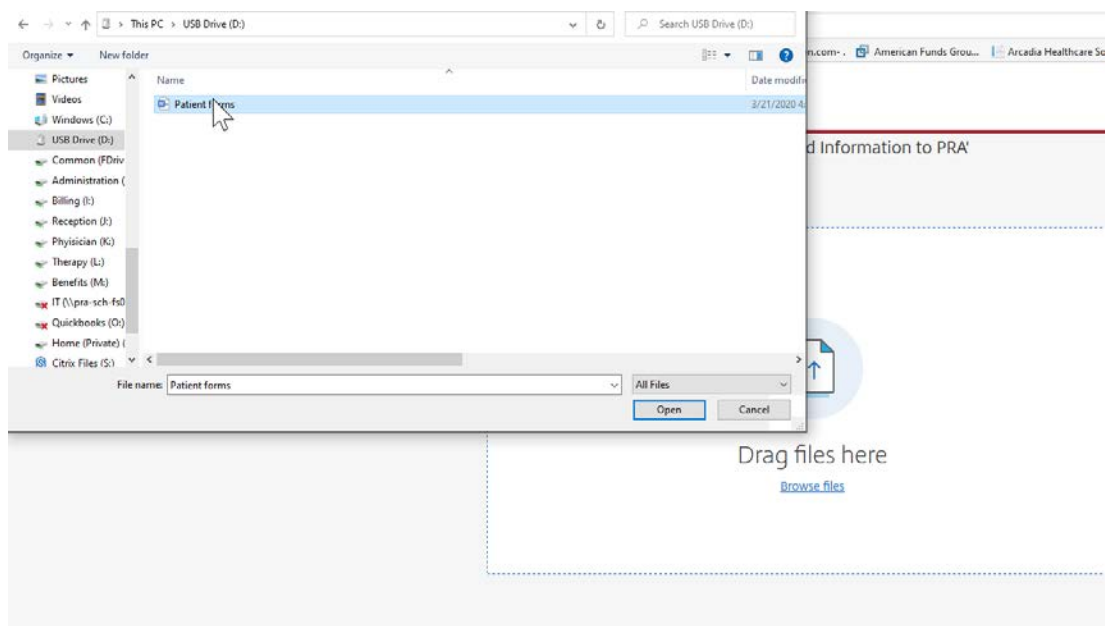
Company

Remember Me

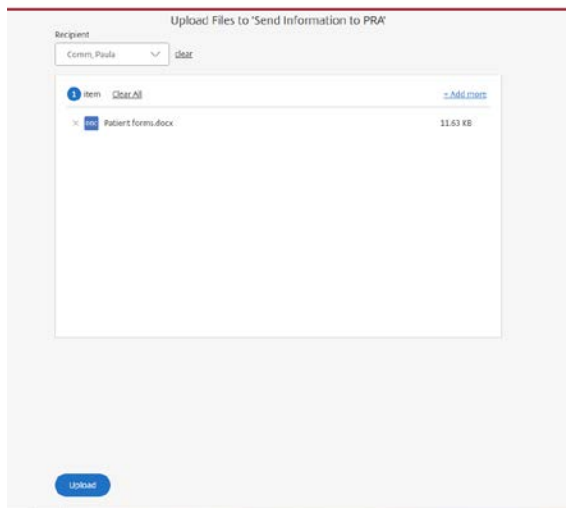
4. Under Recipient, choose recipient – it is a list of office staff. When you make your initial appointment, office staff will instruct you who to send forms to.



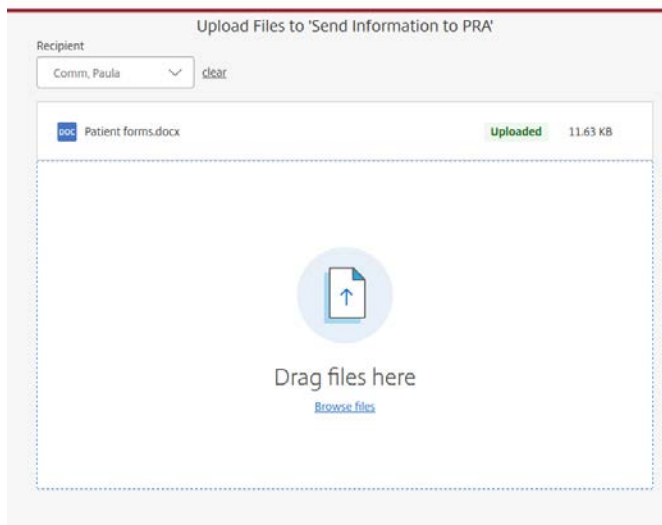
5. After you pick your person you want to send, either drag a document or click browse files. You can drag more than one file at a time. Since I saved the file to my desktop, I find the document I saved and highlight it. Then click OPEN



6. Once I do that it stores the document and is ready to upload to the staff person. Hit the Upload blue button on bottom of page.



7. If you see the green UPLOADED, it has gone to your PRA staff person.



That's it! Your forms were sent to PRA!