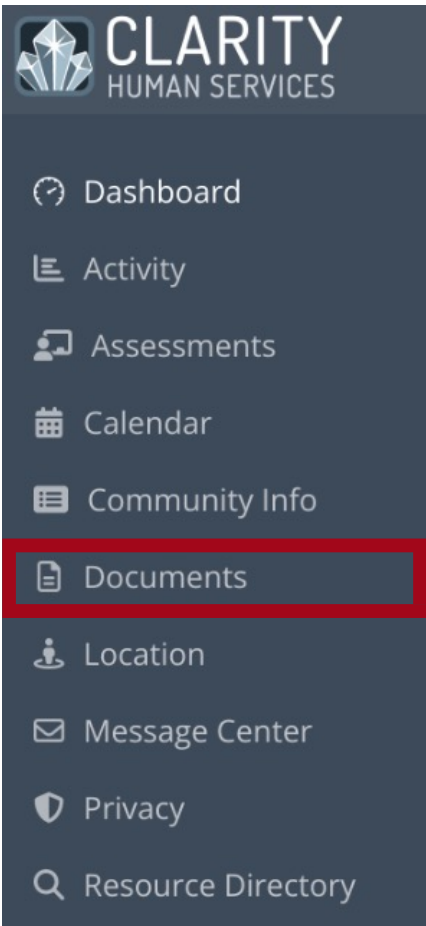


# MyConnectSV Features

## Documents

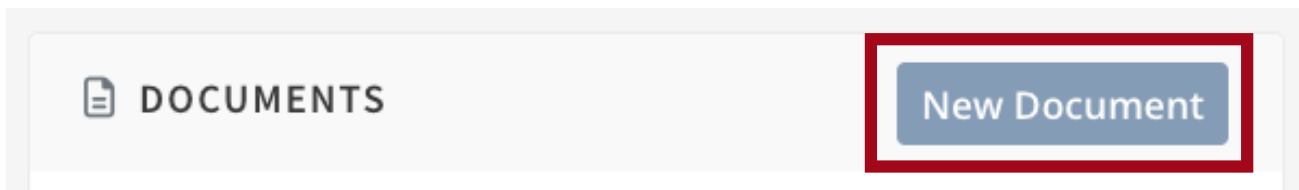


You can choose to upload Documents that you'd like your providers to be able to see at any time.

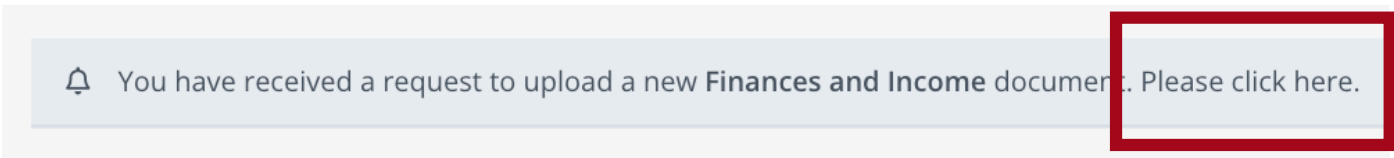
Providers can also request specific documents from you. If a provider initiates a request for a Document, you will receive a notification through **MyConnectSV** after your next login and may also receive an email or SMS if you have notifications enabled in your client profile.

### Uploading a Document

To upload a document without waiting for a request from a provider, click on "New Document":

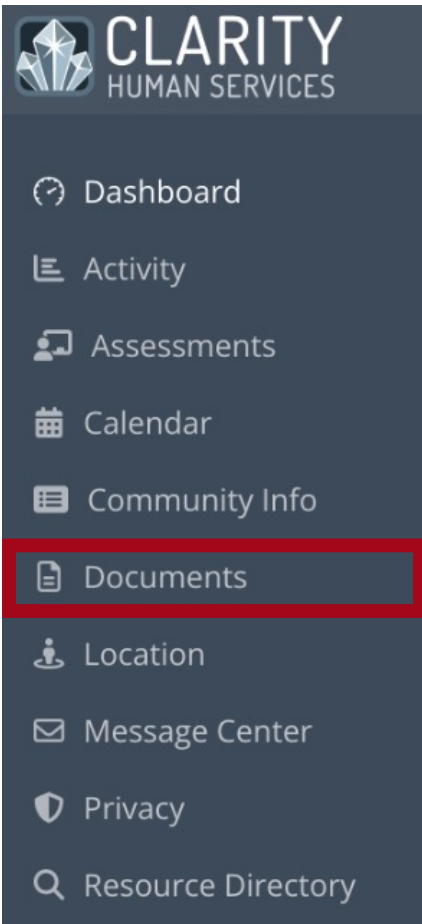


If a provider has requested a specific document from you, you can upload it by clicking on the request banner:

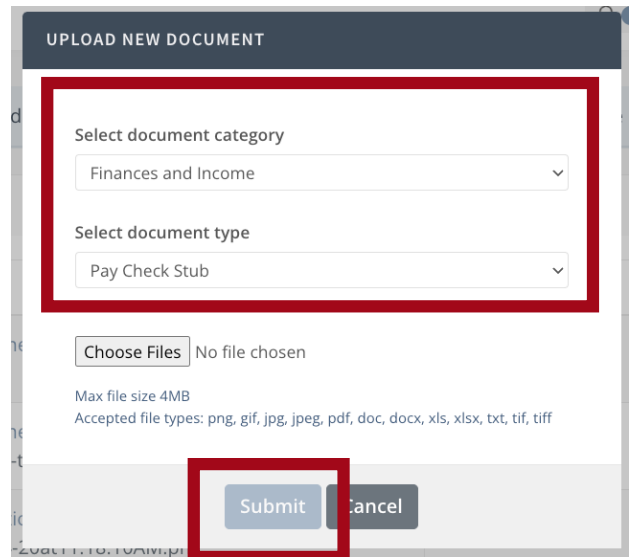


# MyConnectSV Features

## Documents *(continued)*

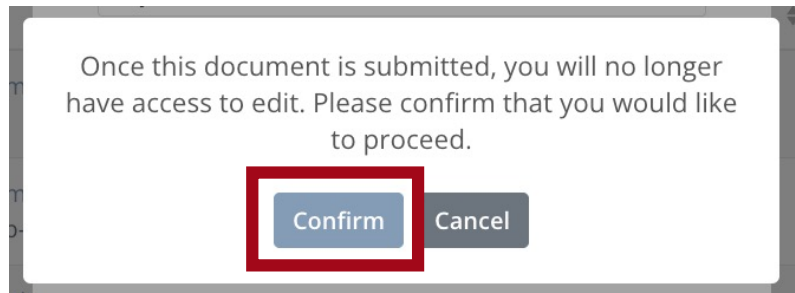


If you are uploading a document without a provider request, use the picklists to choose the file category and type.



Click “Choose Files” to choose the file or screenshot you want to upload. If you’re using a mobile device with a camera, you can take one or more photos of the document. Once you’ve selected the file or taken your photos, click “**Submit.**”

You will receive an additional warning telling you that submitted documents cannot be edited after submitting. Click “**Confirm**” to submit your documentation or Cancel to not upload it.



You can view your previously submitted documents by clicking on the document name in the documents list.