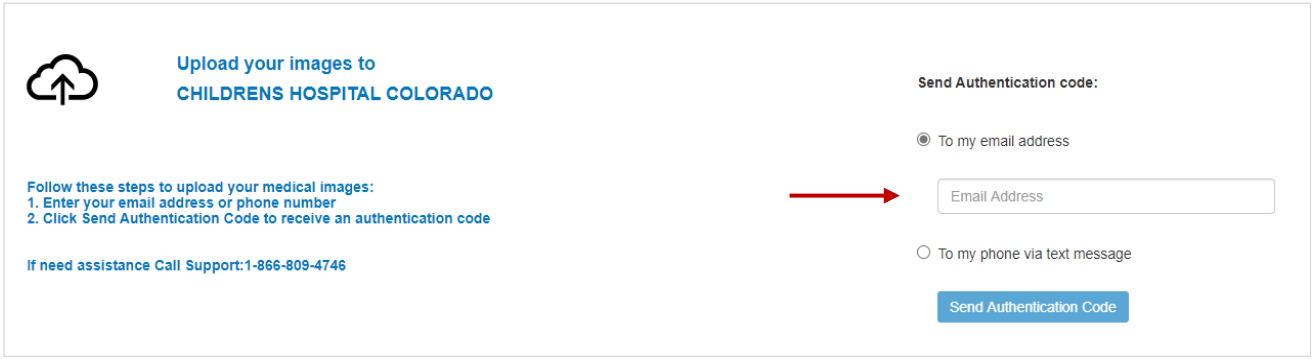
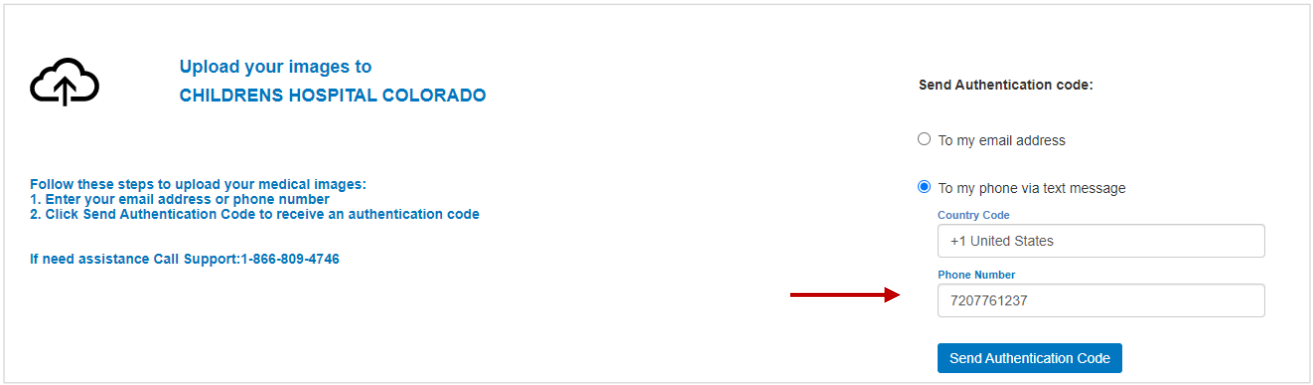
Easy Uploader Instructions

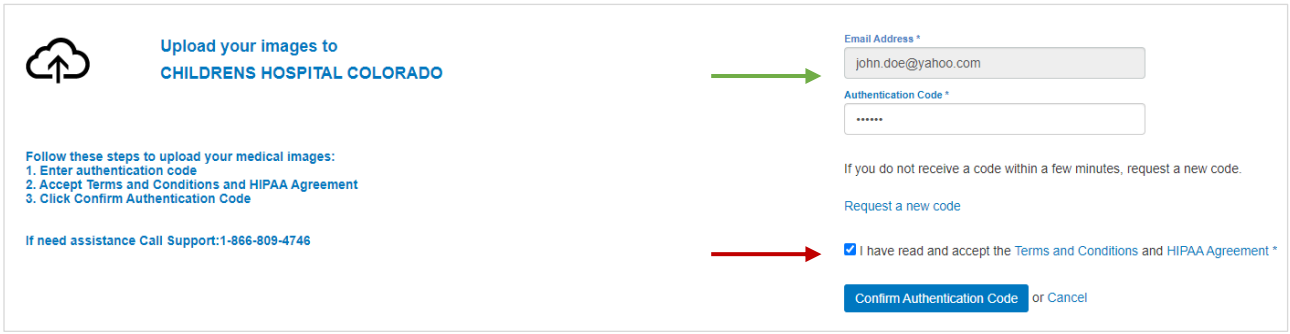
For the best experience, it is recommended to use Edge, Chrome, or Firefox web-browsers

- Navigate to the **Easy Uploader** here: https://www.childrenscolorado.org/health-professionals/refer/powershare-image-sharing/. This link will take you to where you can navigate to the first step which has the instructions.
- Before you can upload your medical images, you will need to request an Authentication Code by providing either your email address or phone number (please see below):



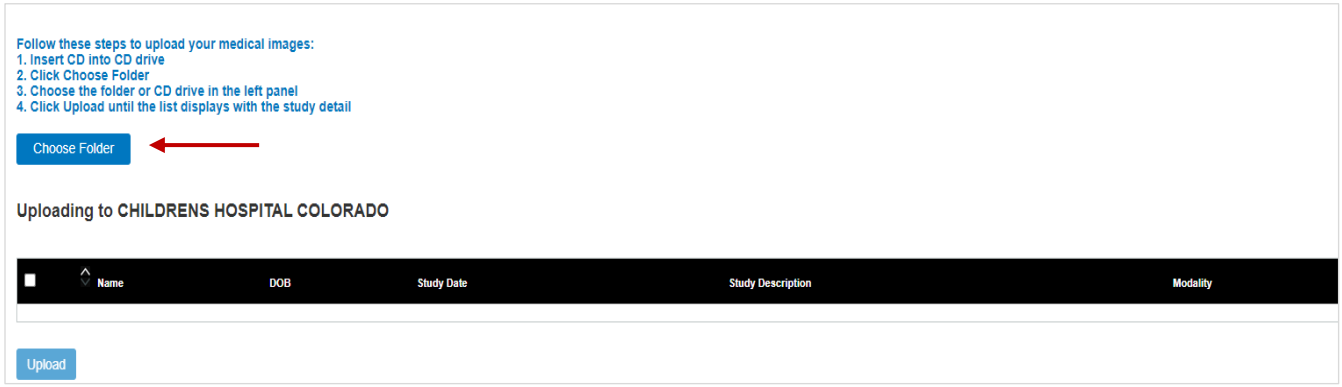


- You will then receive the code with the below message:
  - "Your authentication code expires in 5 minutes."
- Enter the Authentication Code in the Authentication code box (green arrow).
- Check the box to agree to the Terms and Condition and the HIPAA Agreement (red arrow).

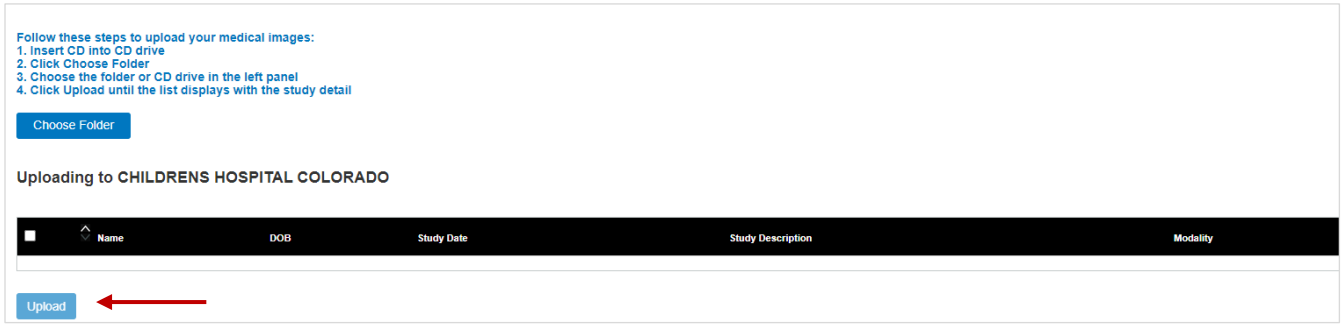


- Click **“Confirm Authentication Code”** box.

- The uploader window will then open.
- Click **“Choose Folder”** button and select the CD or directory that contains the files you wish to upload



- Click the **“Upload”** button (if you are unsure what to upload, select the top level of the disk or imaging folder).



- You will receive a **“Transfer Complete”** notice in the progress bar.
- You can close the screen or **“Upload Another”** if you have more images to upload.