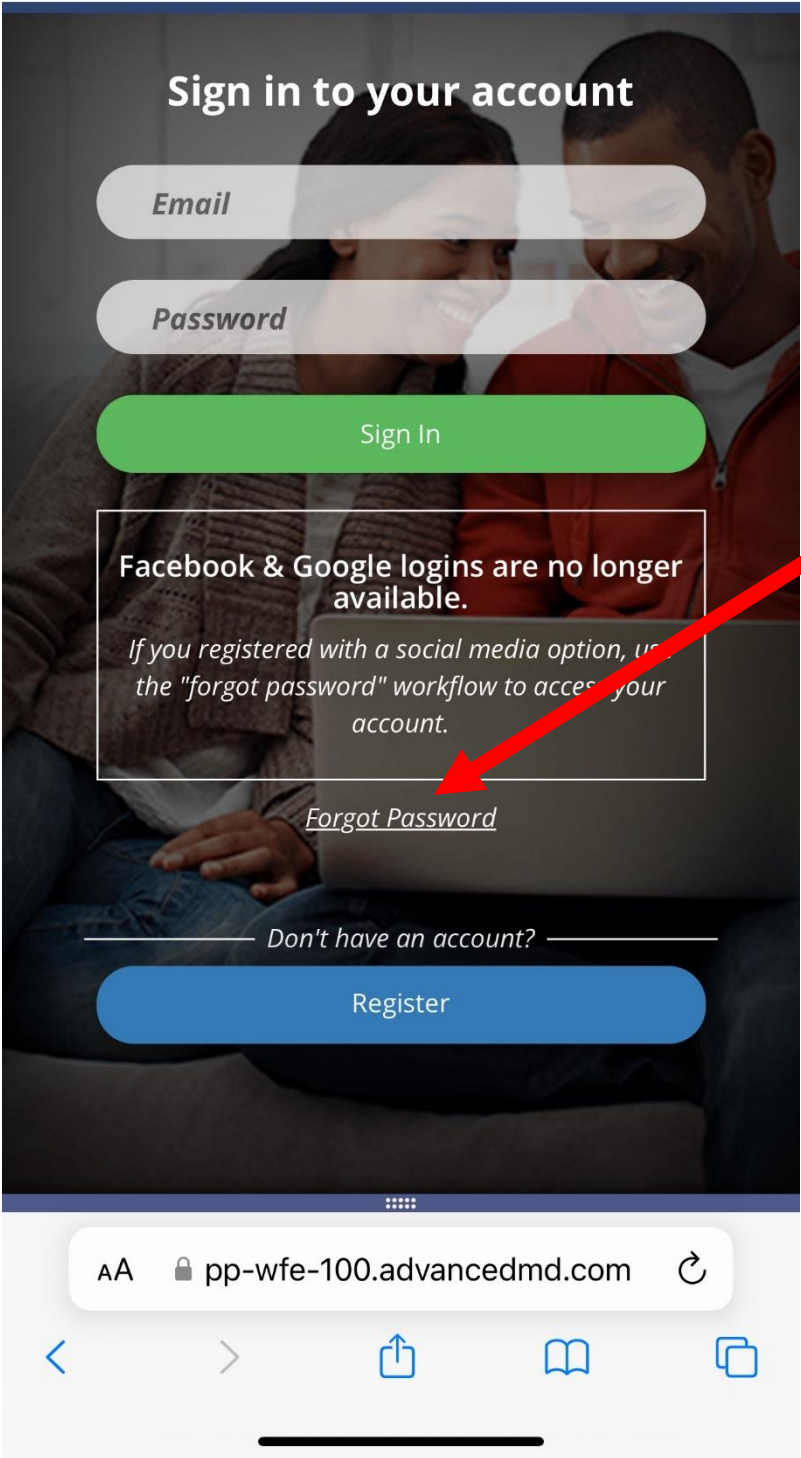


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**Step 1:** From your phone’s browser- go to <https://denova.com> and select “Patient portal Login” to navigate to the portal.

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**Step 2: Log into your portal.**

*If you do not remember your password- you can select “Forgot Password” to have a new password sent to your e-mail, or you can call our Patient Engagement Center at 602-230-7373*

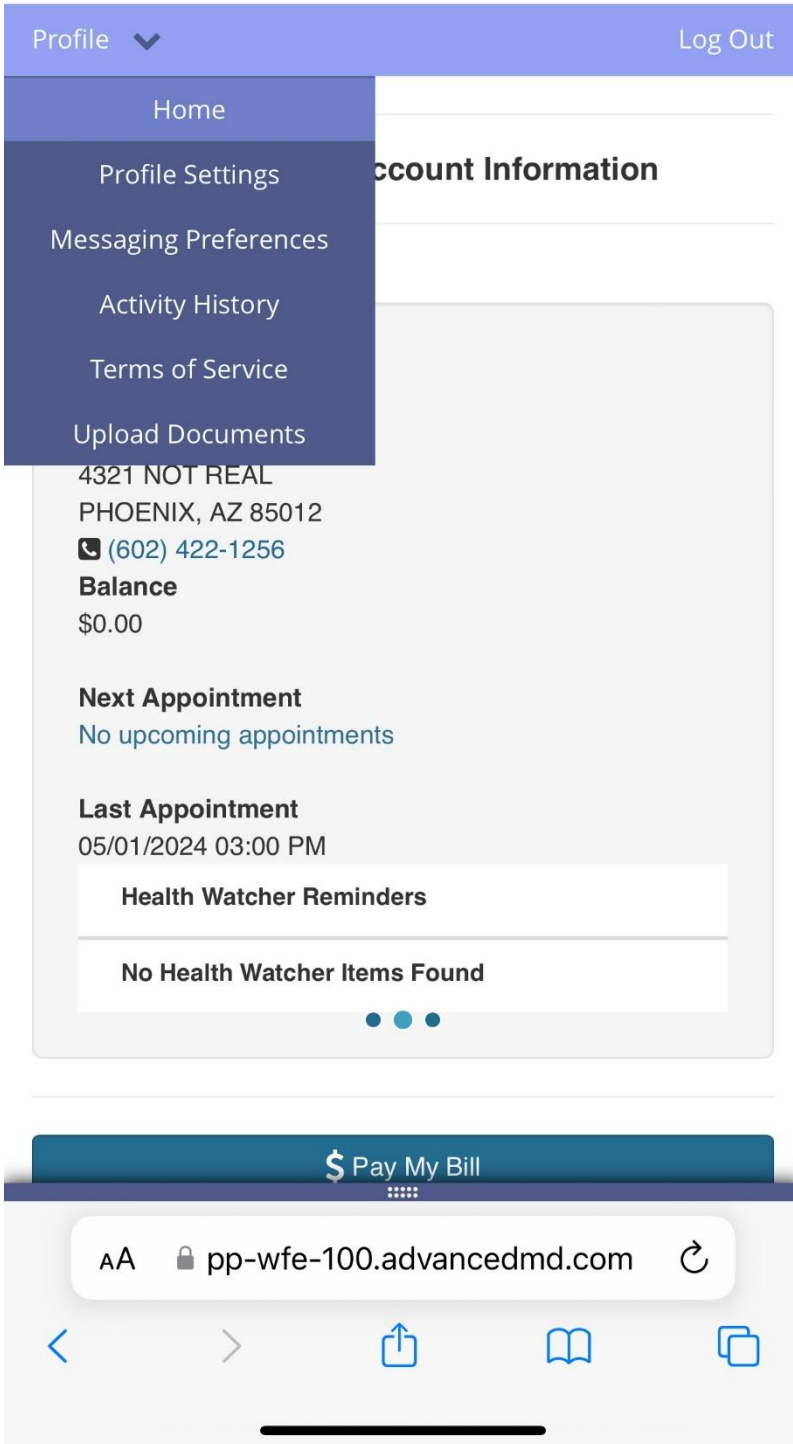
---

8:12

5Gw



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**Step 3:** In the top left corner, select the profile Drop down Option

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**Step 4:** Select “Upload Documents”

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8:12

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Profile

Log Out

### Upload Documents

Patient

TEST,ADULT5CHAT 10/23/2010

TEST,SAM 12/31/1996

TEST,BECCA 02/02/2016

Click here to upload an image



(10MB max file size)

Click here to upload an image



(10MB max file size)

#### Primary Insurance Card

Front

Click here to upload an image



(10MB max file size)

Back

Click here to upload an image



(10MB max file size)

#### Secondary Insurance Card

AA pp-wfe-100.advancedmd.com



**Step 5:** Make sure you are uploading documents for the right family member using the patient drop down field at the top.



Medical Documents

Upload files that contain sensitive medical information for clinical staff to view securely.

Document 1

Click here to upload a file



(10MB max file size)

Document 2

Click here to upload a file



(10MB max file size)

Document 3

Click here to upload a file



(10MB max file size)

Other Documents

Document 1

Click here to upload a file



(10MB max file size)

Document 2

Click here to upload a file



(10MB max file size)

Document 3

Click here to upload a file



(10MB max file size)

**Step 6:** Select “Medical Documents” section or “Other Documents” depending on what documents you are uploading.

**Step 7:** Select “Click here to upload a File” and use your browser/phone option to navigate to the items you wish to upload.

8:13

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Profile ▾

Log Out

✔ Documents Successfully Uploaded

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**Step 8:** Select “Submit” at the bottom. You will then receive a green “Documents Successfully uploaded” prompt. You can now close out of your portal.

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