

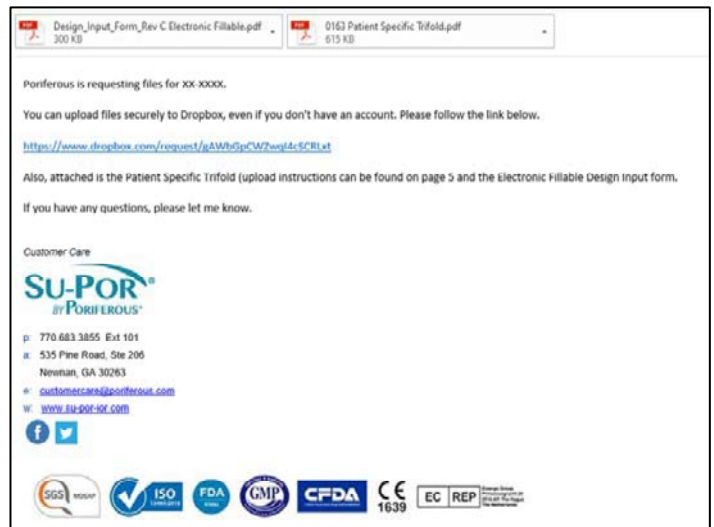
A Step-by-Step Guide to Upload Patient Specific DICOM Data

Get Started

Before uploading, please confirm only original medical image studies are on the CD or external hard drive you are using. The system is unable to process .jpg, .pdf or any other non-medical file format.

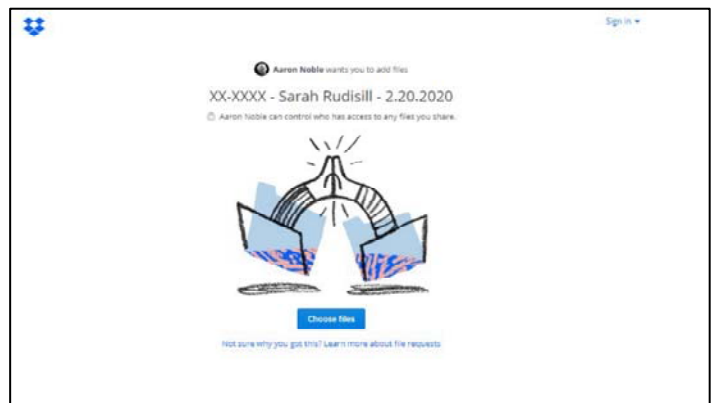
Step 1: Locate the Dropbox Link

Please click on Dropbox the link provided or copy and paste into your browser window to begin the image upload process



Step 2: Choose Files

Select **Choose files** button

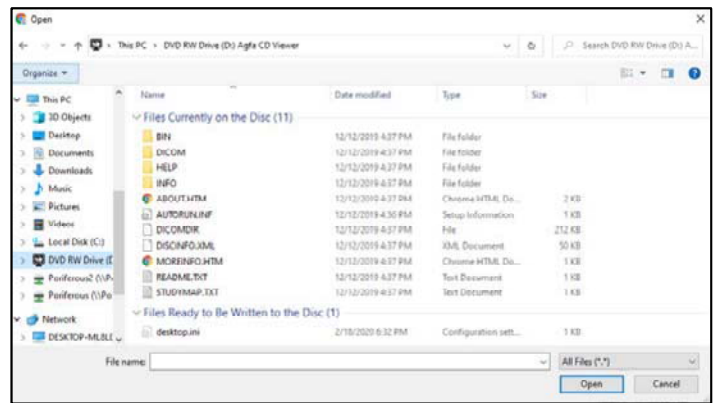


Upload Your Images

Using Google Chrome™, Microsoft Edge™, or Firefox® Browser

Step 3: Choose Files

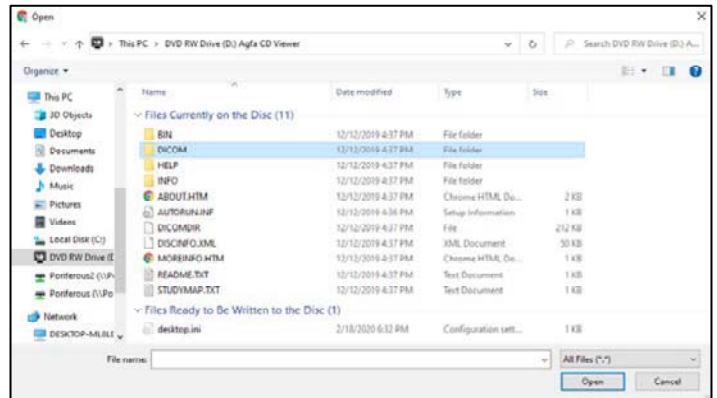
Navigate to the folder on your computer that contains the images to upload (CD or folder)



Step 4: Choose Files

Select DICOM folder

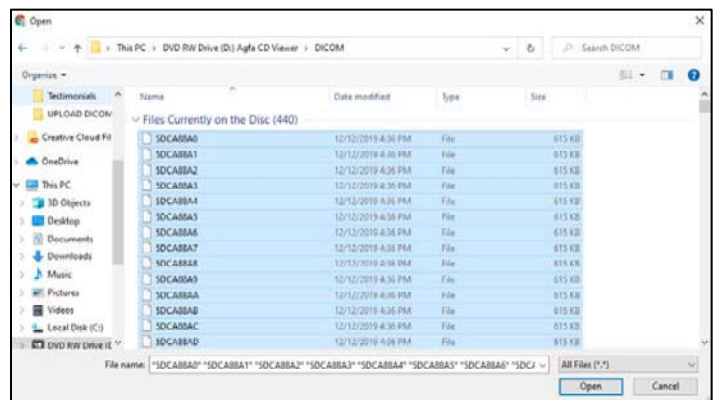
Note: This folder may also be titled Images or a study number



Step 5: Choose Files

Select all files in folder using CTRL+A.

Click **Open** button

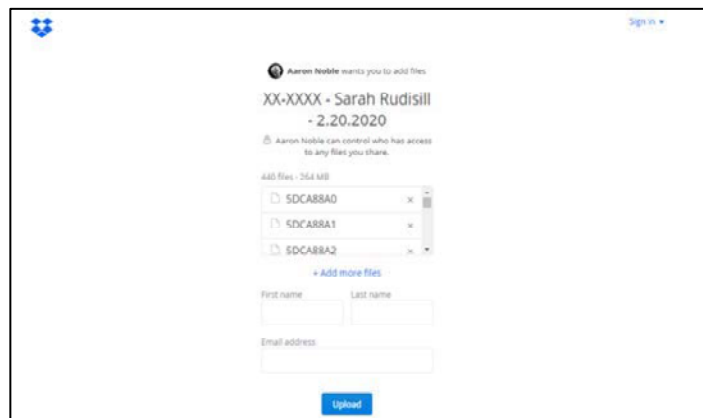


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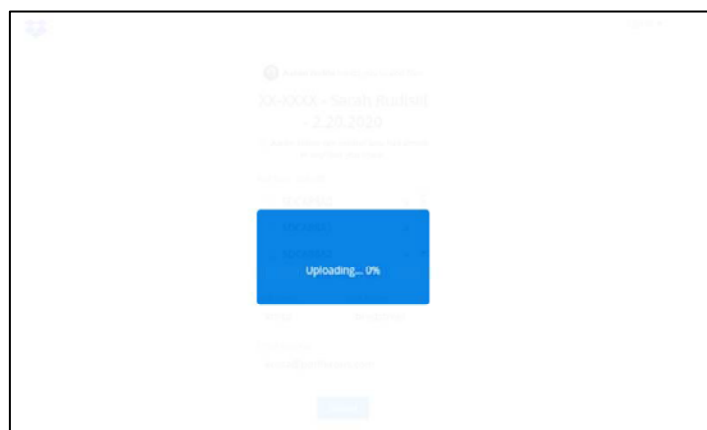
Step 6: Contact Information

Complete requested contact information. This information will be used to send a confirmation email upon receipt of data.



Step 7: Upload Files

Allow all files to upload completely. Do not close browser.



Step 7: Image Upload Complete

Once the files are submitted successfully, you will see a confirmation screen.

You will receive a confirmation email containing a list of files uploaded.

