sharecare

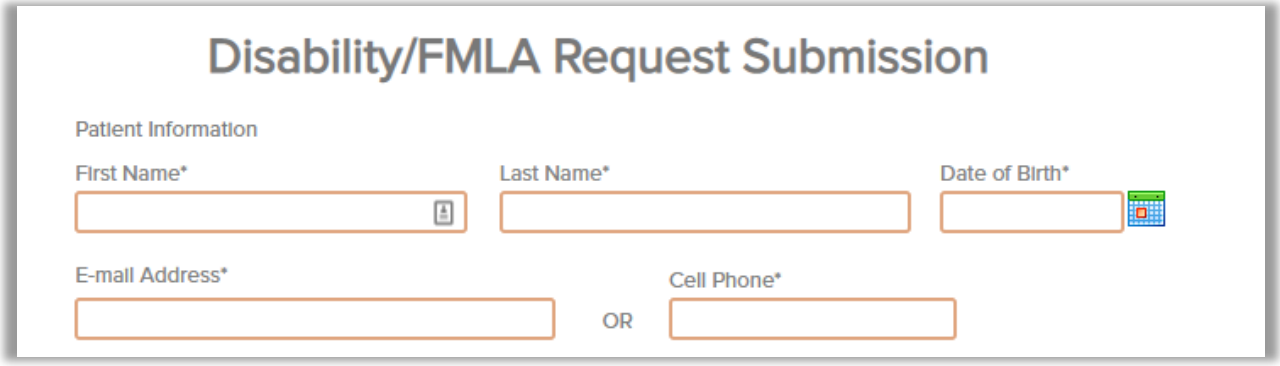
Sharecare FMLA/Disability Submission Portal Instructions

1. Navigate to portal website:

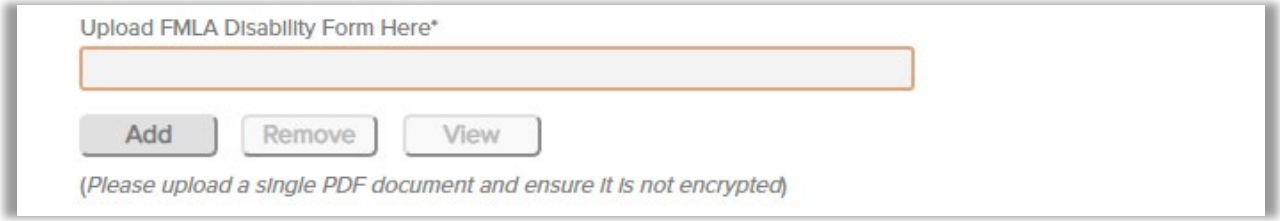
https://submissionportal.hds.sharecare.com/lfserver/FormRequest?ClientID=MA119F

**If you bookmark the tool, please be sure to edit your bookmark and copy and paste the above URL.*

2. Add the **Patient Information** into the patient specifics and the **patient's Email Address or Cell Phone**.

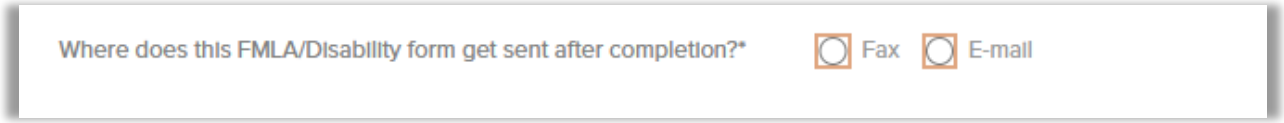


3. Click the **Add button** to open a dialog box that will allow you to search for the PDF file you want to upload. Then**, upload** the blank form in PDF format that needs to be completed.

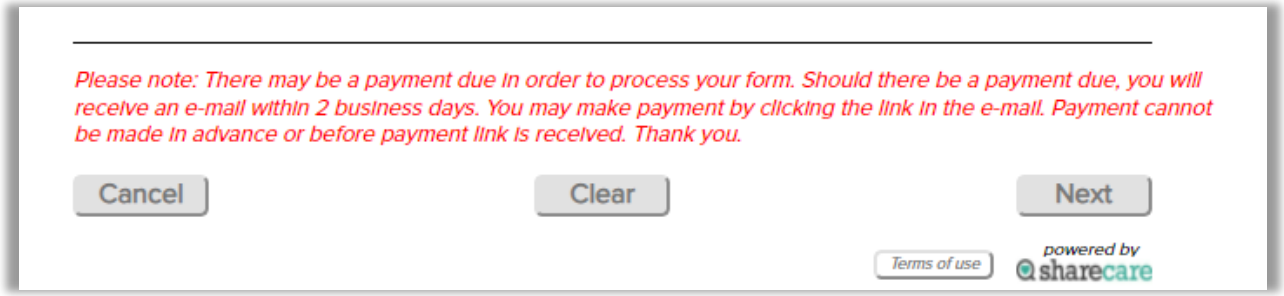


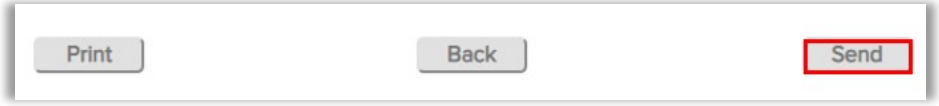
****Note, you can only upload one PDF document at a time. Please add the pages to form one PDF document if you have multiple documents to upload for the same patient.**

4. Select where we will send the form after completion by choosing the **Fax or Email** option below. Then input the fax number or email address.



5. Click **Next**



6. Review the request before submission

7. Click **Send** to submit to the Sharecare team