



Sharecare FMLA/Disability Submission Portal Instructions

1. Navigate to the website below:
<https://myplatform.hds.sharecare.com/submission-tools/ui/pro?clientId=102F>
2. Add the **Patient Information** into the patient specifics and the **patient's Email Address or Cell Phone**.

3. Click the **Select Files** 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.

4. If you'd like to enter any comments, you may do so in the comment box. Once done, click on submit