

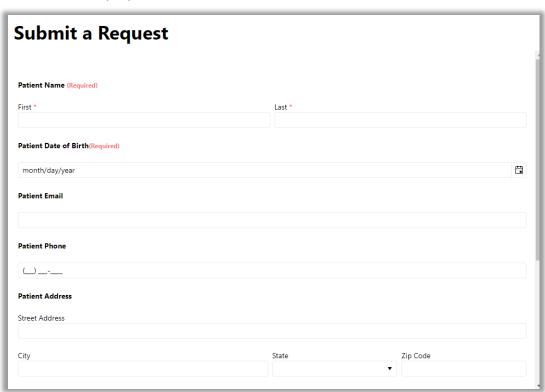
Sharecare Request Submission Portal Instructions

1. Navigate to the website below & click on the icon to submit a request:

https://myplatform.hds.sharecare.com/submission-tools/ui/pro?clientId=102



 Add the **Patient Information** into the patient specifics, if applicable. For requests/audits containing multiple patients, enter first and last name as "AUDIT AUDIT" and DOB as 01/01/1900.





REQUEST SUBMISSION PORTAL USER GUIDE

3. **Authorization Document Upload*** Click the Select Files button to open a dialog box that will allow you to search for the PDF files you want to upload or you may drag and drop files where it says Drop files here to select. Once the document is uploaded, you will have the option to Remove or View. Please note that the document *must* be in a PDF file, it cannot be in any other format.



4. **Comments:** enter any comments that may be pertinent to the request being uploaded



5. Click Submit

