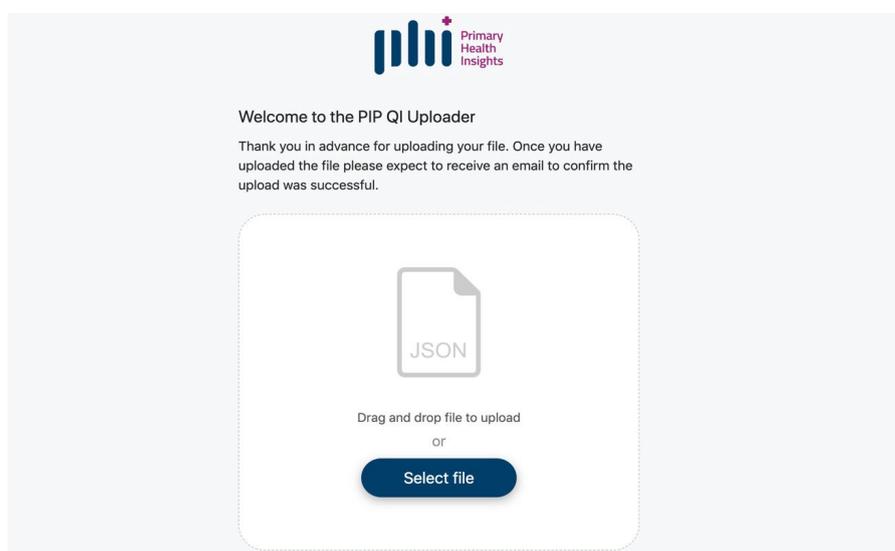# PIP QI Uploader Instructions

1. Navigate to the email with the subject line: "[FOR ACTION] PIPQI DATA SUBMISSION REQUIRED BY". The email will contain an upload link which has been generated specifically for your practice. Click on the link. Prior to clicking on the link, please ensure you have generated your quarterly json file by following the instructions provided by your clinical information software vendor.

2. This will open a web page as shown below:

3. To upload your file, either drag and drop your PIP QI json file onto the json icon, or click on "Select file" and navigate to your json file for submission. Select the file for submission and then click "Open".

4. Whether you used "drag and drop" or "select file" option, the blue bottom should now have the word "Upload" followed by the name of your file you have selected to submit. To continue, **select the blue box**. If you have selected the wrong file, click "cancel" in the top right corner to start again.

5. The upload will then take place. Wait until the following "Upload Complete" status before closing the browser window.

6. If the upload fails or if you secure URL has expired, you will see the below message appear:

This can appear due to an incorrect file type, or a poor internet connection. To try again, click on the "close" button in the top right corner and start the process gain.

If it has been longer than 5 days since you received the initial email, please let us know as soon as possible. So that a new secure link can be sent to you.