

Uploading a Document to My Portal

STEP 1: Log into your portal here: MBP Portal

STEP 2: Click on the **Documents** tab on the left-hand side.

STEP 3: Drag and drop the file into the white submission field -- or -- Click on the **Drop Files Here to Upload** button to browse your computer's files.

My Best Proctice	Signed in as exampleclient1013@gmail.c	om Notifications	Change Password	Log Out	⊒ -	
r	No upcoming appointments at this time.					
	Messages					
	Documents				Drop files here to upload	
	Sessions & Homework					
	Surveys	Date		File Name	Download	
	Packets 2					
	Payment & Invoices					

③ Please note: any documents uploaded to your portal will be visible by your clinician.