

How to Upload CD or DVD Imaging to the OnePacs Website

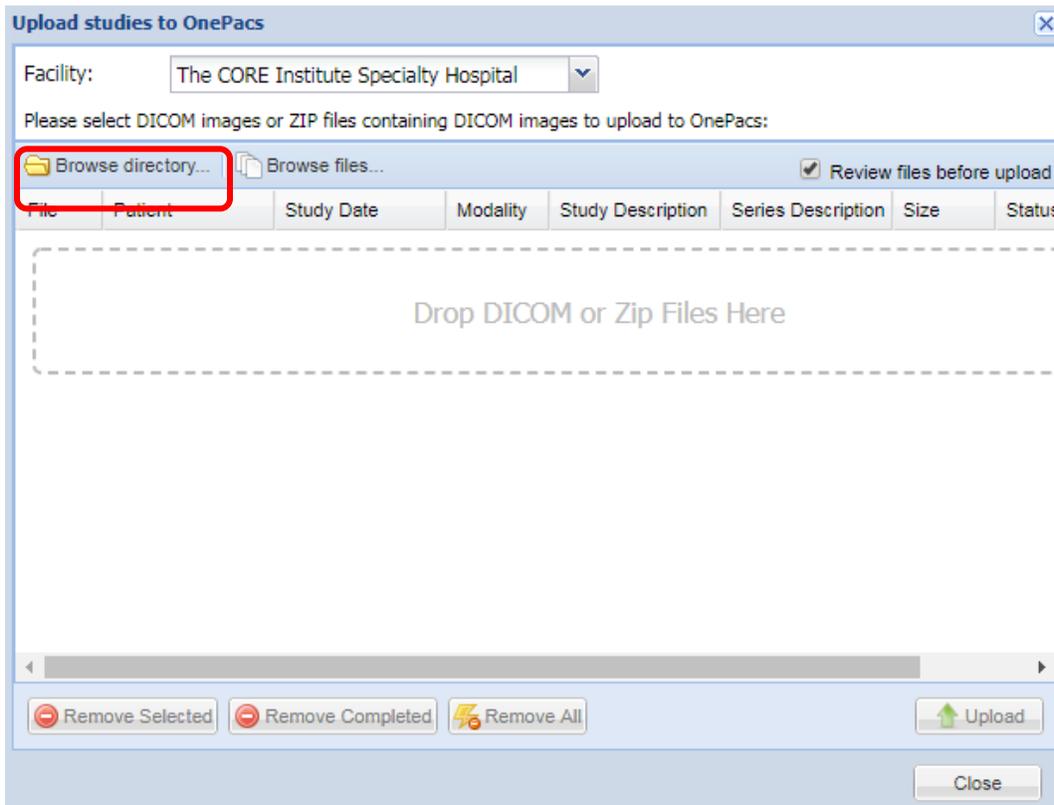
To upload your MRI or recent X-ray, you will need:

- **Your CD or DVD containing your images**
- **An Internet connected PC or Mac**
- **Either the Google Chrome or Mozilla Firefox web browser**

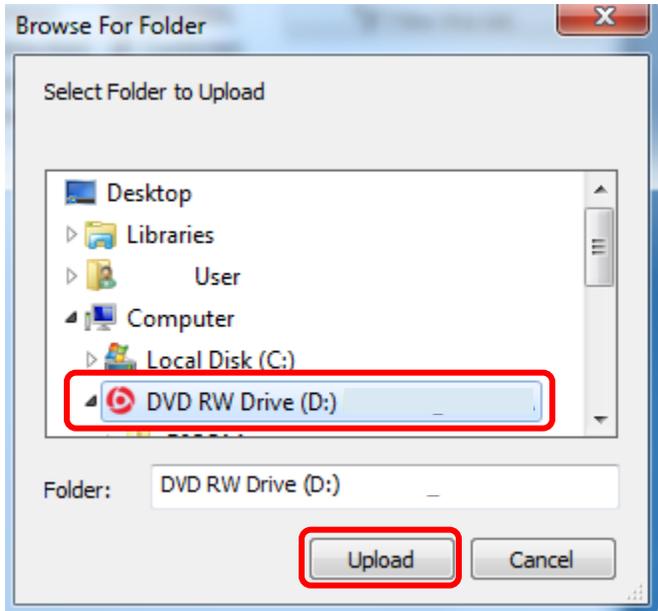
- 1) Open your web browser and navigate to the OnePacs website: <https://my.onepacs.com/>
- 2) Use the following credentials to login: **User Id:** <Please contact our office at 602-944-2900 to obtain User Id and Password>
Password: <Please contact our office at 602-944-2900 to obtain User Id and Password>
- 3) Once logged in, click the **“Upload”** button located towards the bottom of the page.



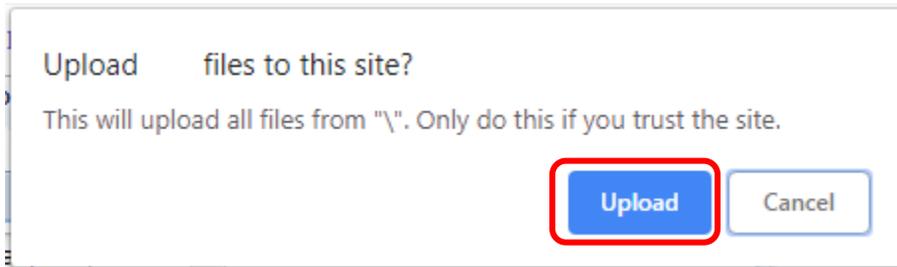
- 4) A new window will open like below. At this point, if you have not already done so, please insert your CD or DVD. Then please click the “Browse directory” button.



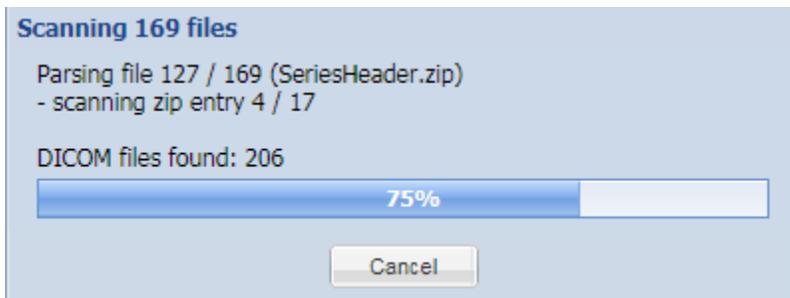
- 5) A box similar to this should open. Locate your optical drive (usually “D:” or “E:”) and select it, like below. Then click the “Upload” button.



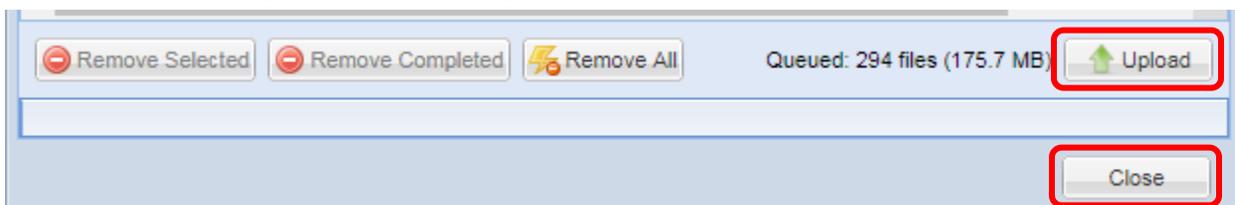
- 6) You might see a prompt similar to below. Click “Upload” to confirm.



- 7) You should then see a progress bar like below, as your image files are detected (this may take a few minutes).



- 8) Once complete, click the “Upload” button (this may also take a few minutes). After the upload completes, click the “Close” button. Then you can close out of your web browser.



If you have any questions, please contact our office at (602) 944-2900. Thank you!