How to Upload Documents/Photos into VirtualCare

This guide will support you in uploading documents/photos into VirtualCare.

- ❏ Sign in to VirtualCare
- ❏ Request a visit
  - ❏ After you have selected the resident in the next step In you will have the option to add photos or attachments, **click "Add attachment".**

Add photos or attachments (optional) ✎ Add attachment
Please upload a PDF, JPG, PNG or Word file (max 50MB per file)

- ❏ **On a Laptop** your File Explorer will open for you to select the item you would like to upload and **click "Open".**
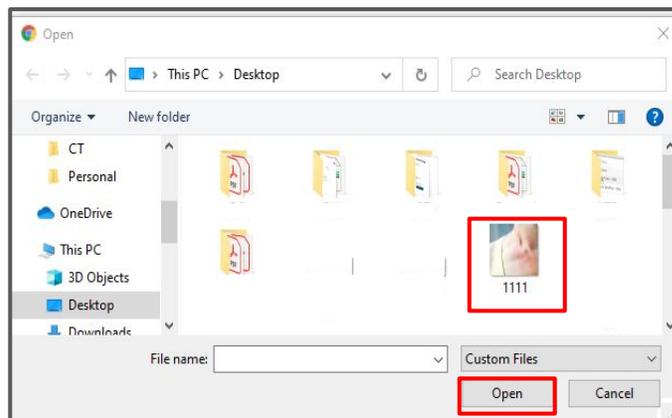
- ❏ **On an iPad** you will provided with the option to attach from your Photo Library, Take Photo or Browse to explore files on the iPad.

Photo Library

Take Photo

Browse
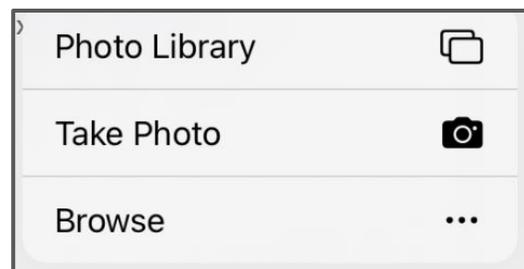
- ❏ You have successfully uploaded your attachment/photo!

Add photos or attachments (optional) ✎ Add attachment
Please upload a PDF, JPG, PNG or Word file (max 50MB per file)

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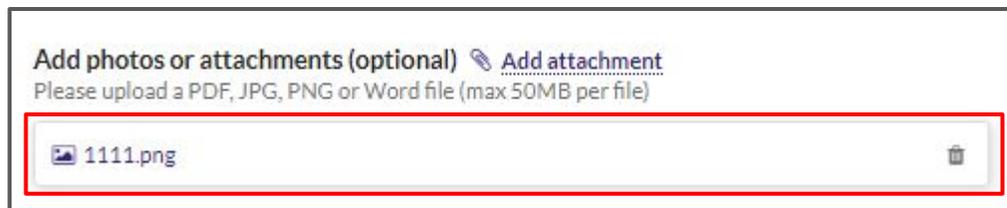
Note: Attachments can also be added through the virtual visit chat for the specific resident visit. By sing the paperclip icon you will be able to complete the steps outlined above.

Write something