

## INSTRUCTIONS FOR UPLOADING PHOTOS INTO EMA

### Before You Upload:

Use your Iphone/ Android to take close up and clear photos of the area(s) you want your Provider to view.

Photos uploaded into EMA are HIPAA compliant and secure.

### Uploading your photos:

- 1) Use **Chrome** or **Firefox**
- 2) Go to: **Illinois.EMA.MD**
- 3) **Log in as: PATIENT**
- 4) \*Sign in with your: **user name**  
**Password**
  - If you need help with username and PW, IDI staff will help you
- 5) You will see a box that says "Welcome to.."
- 6) Click the "X" to leave
- 7) Look at the very top of your screen.  
You will see: **YOUR HEALTH APPTS MESSAGES...**
- 8) Click **MESSAGES**, you will see box at the left that says, **COMPOSE MESSAGE**,  
**select it**
- 9) **TO:** Erin Melley's Mail, Dr. Lorber's Mail, Dr. Craig's Mail, Dr Dickie's Mail, etc..  
Start typing your provider's name in the box and select the one you want.
- 10) **SUBJECT:** Write **PHOTOS**
- 11) **MESSAGE:** Write: "For my \_\_\_\_\_ appt." (or other if you wish)
- 12) **ATTACHMENTS** -you will see in the bottom left hand corner of the MESSAGE  
BOX..attach your photos there