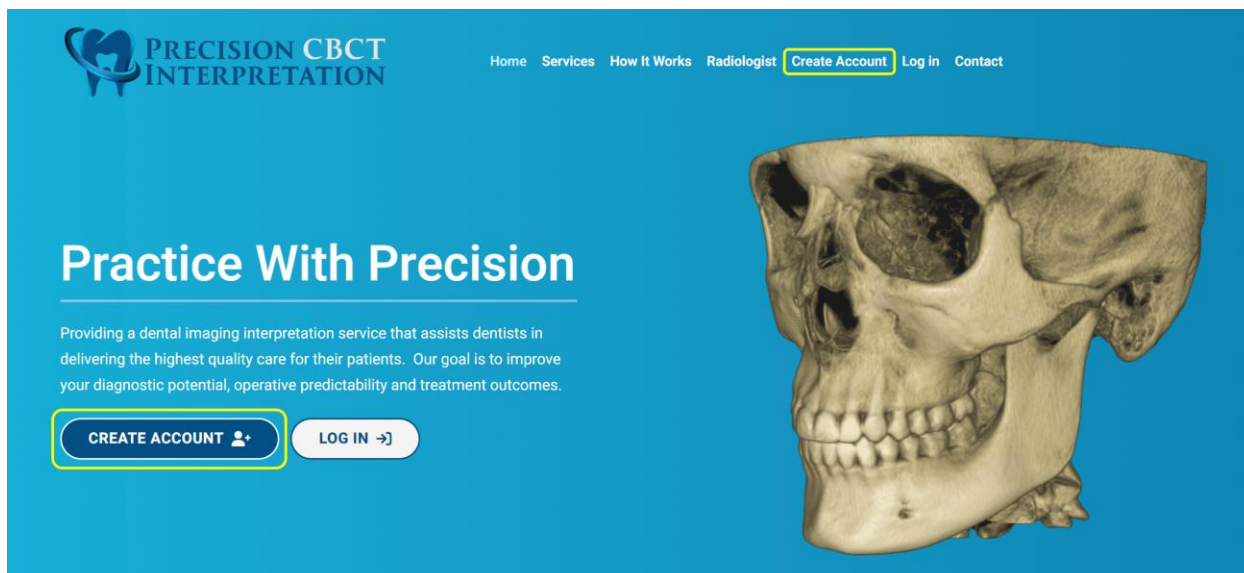
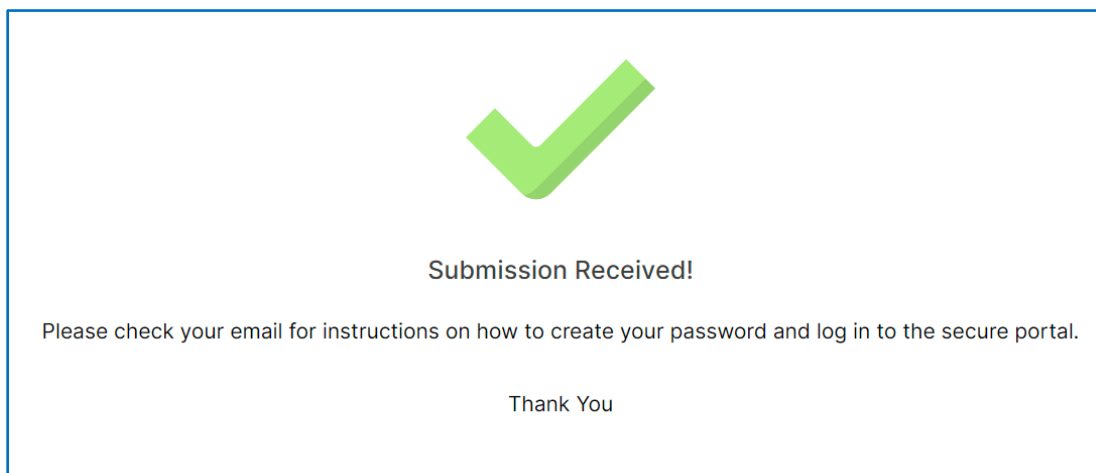


## How to Create an Account and Log in to our HIPAA Compliant Portal

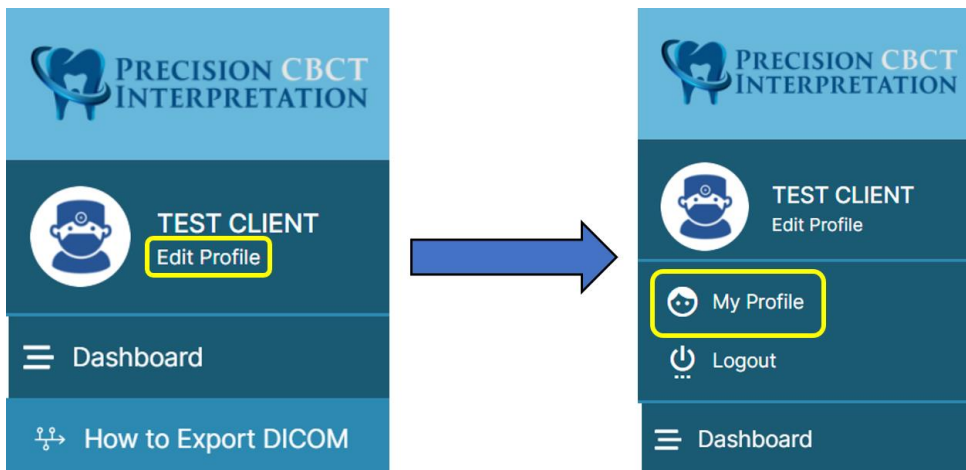


1. Click the “CREATE ACCOUNT” button on the home page or the link at the top menu bar.
2. You will be directed to our client registration page at <https://portal.precisioncbct.com/client-registration>. Complete the form and click the “Register” button at the bottom. You will then see this message:



3. After submitting the registration form, you will receive an email with a link to set your password. Create your password and you will be immediately logged in to the portal.

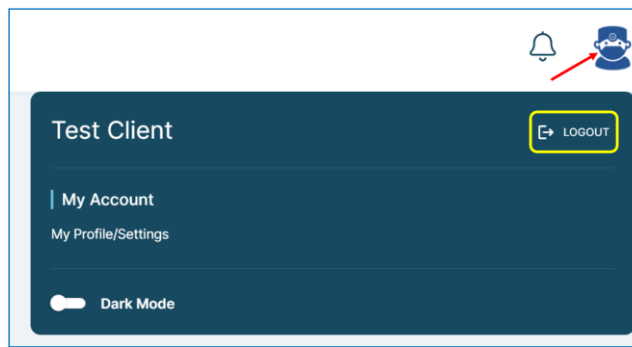
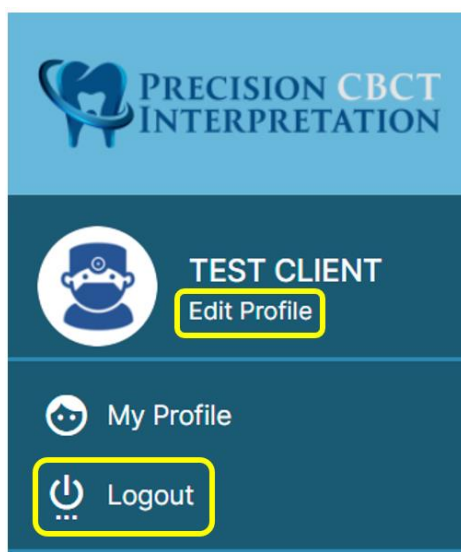
- On the “My Profile” page, you have the option to enable two-factor authentication via Google Authenticator or FreeOTP. Download the app on your mobile device in order to access the one-time code when logging in to the portal.



**Two Factor Authentication**  
Setup your 2FA with Google Authenticator or FreeOTP

**Enable 2FA**

- The menu items are organized on the left side allowing you to navigate to the different sections of the platform.
- To logout of the portal click on “Edit Profile” → “Logout” or click on your profile picture/image at the top right and then click on “LOGOUT.”

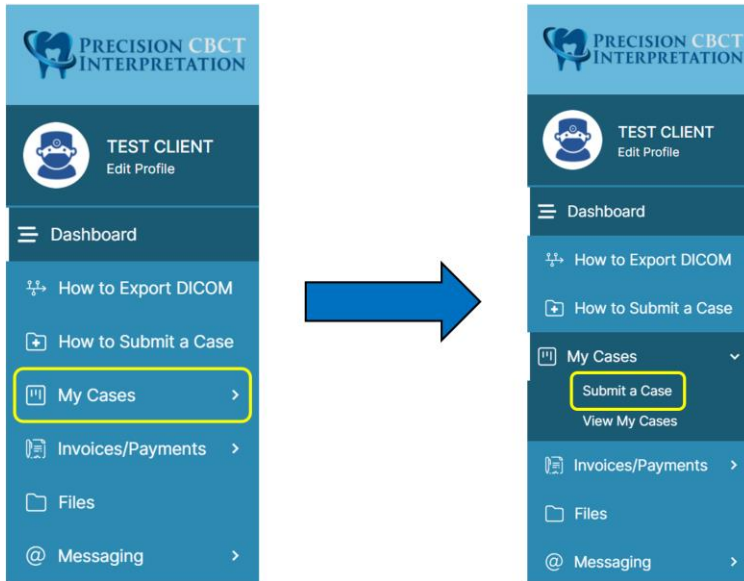




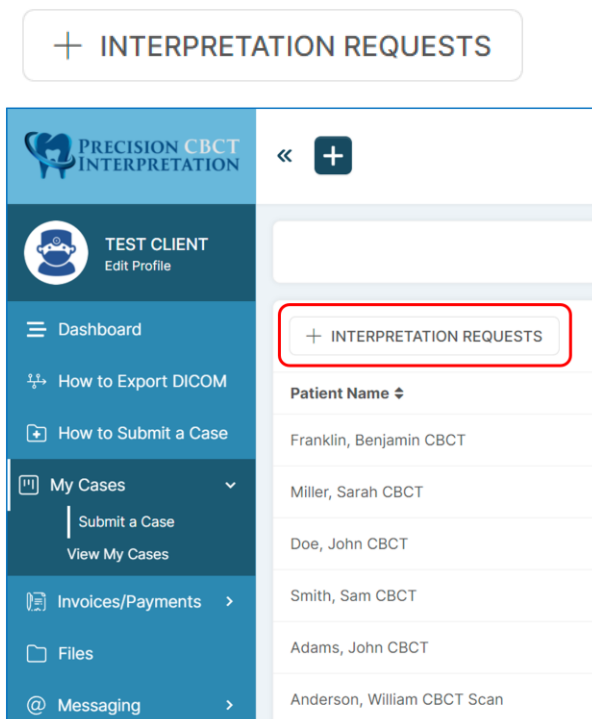
7. To reaccess the portal, click on the “LOG IN” button or the link at the top menu bar from our website. The secure portal can also be accessed at <https://portal.precisioncbct.com/>. Enter you email address and password then click on the “Login” button.
8. Please contact us if you are having any issues creating your account or accessing the client portal.

## How to Submit a Case for Interpretation

1. After logging in to the secure portal, click on “My Cases” to access the subtabs menu. Then click on “Submit a Case.”



2. Click the “+ INTERPRETATION REQUESTS” button to access the radiographic interpretation request form.



3. Complete the sections of the Interpretation Request.
4. DICOM files and pertinent patient records can be uploaded to the “Upload Files” section. You can either “Select Files” from your computer or “Drop Files” in the center. **Please upload CBCT DICOM files as a Compressed (zipped) Folder.**

Upload Files (compressed DICOM, pertinent patient records)

[Drop Files](#)

[Select Files](#)

5. Choose the applicable Type(s) of Study from the dropdown menu and click the “Submit” button.

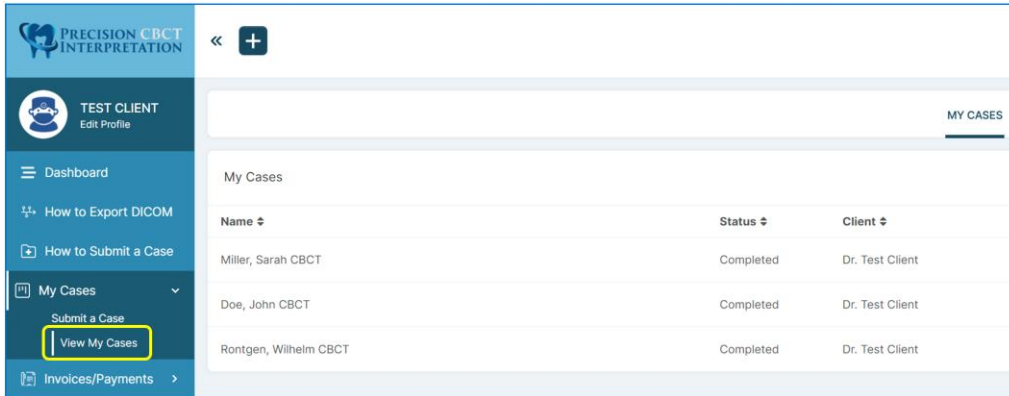
**Type of Study - Please select all applicable**

Make a selection

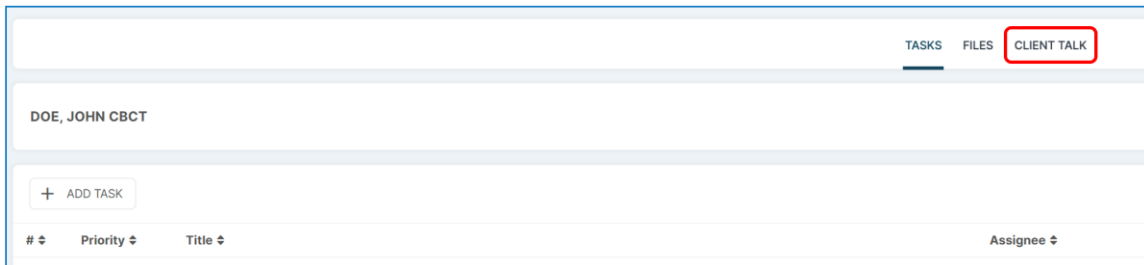
|       | Name * |
|-------|--------|
| TOTAL |        |

[Submit](#)

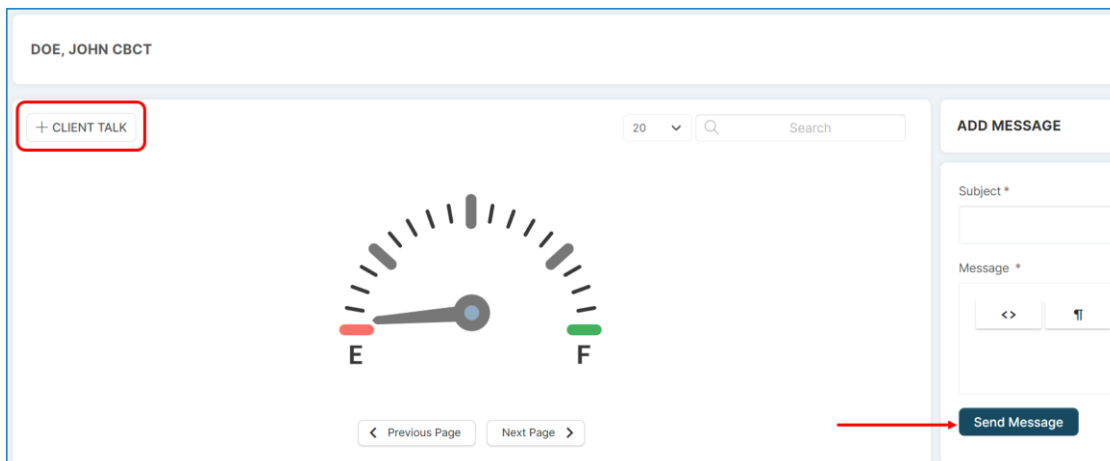
- A notification will be sent to our email address and we will review the Interpretation Request. The approved Interpretation Request will then be converted to a Case. You can view the status of all your Cases by clicking on “My Cases” → “View My Cases”



- If you need to message us about a specific Case, click on the name of the patient from the “My Cases” page. Then click on “CLIENT TALK” at the top menu bar.

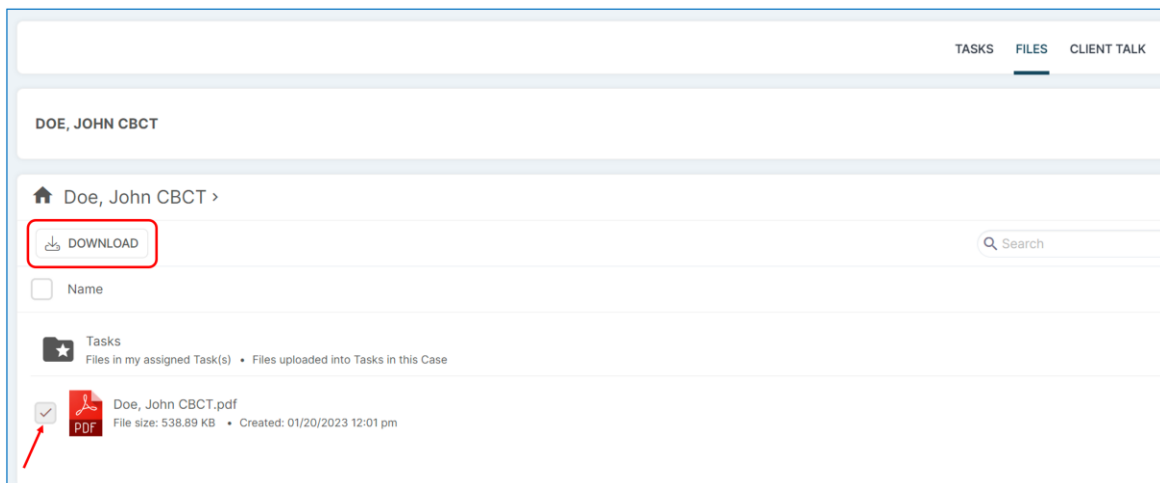
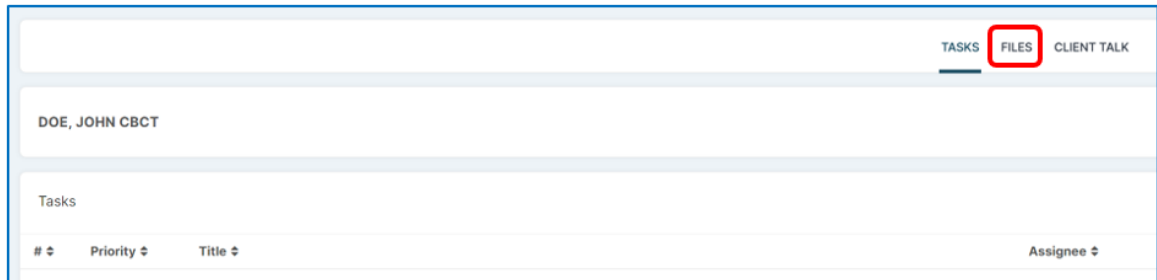
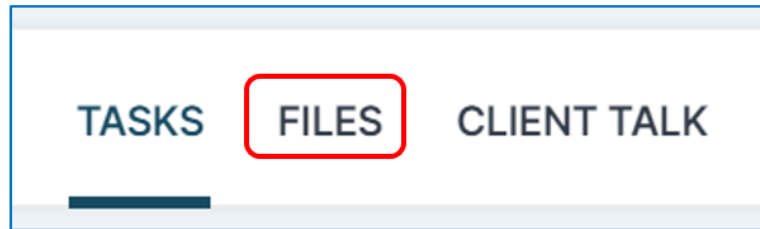


- On the next screen, click on the “+ CLIENT TALK” button, enter the Subject and Message, and then click the “Send Message” button. We will reply to your Client Talk message and you will receive an email notification.

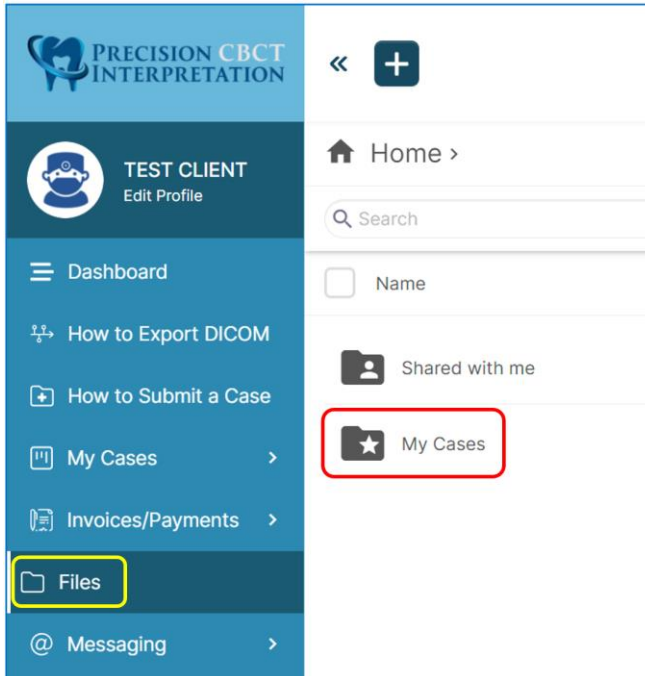


## How to Access and Download your completed reports (two methods)

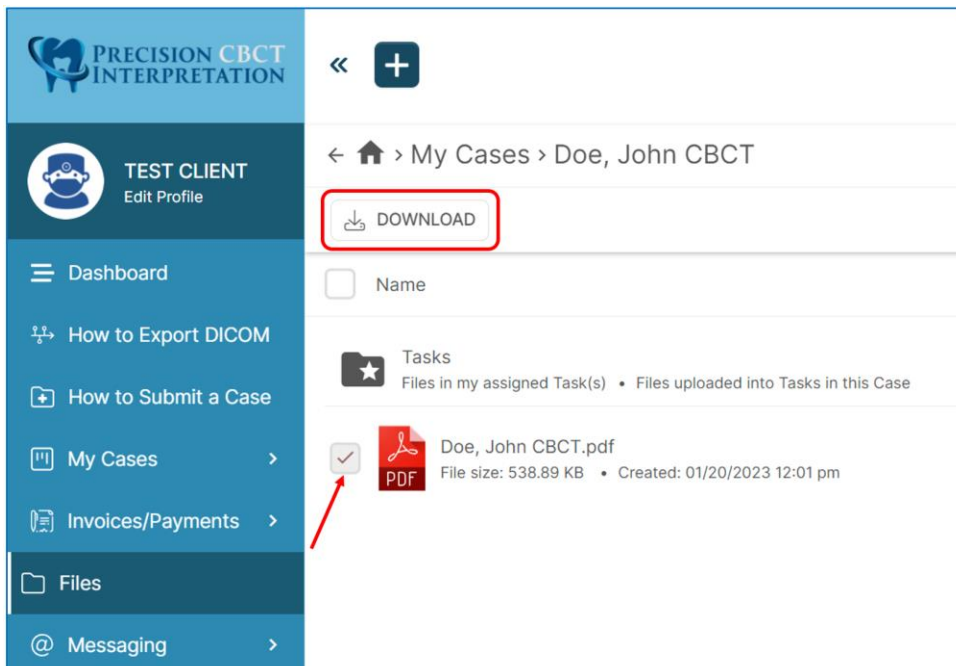
1. The completed report will be uploaded to the “FILES” section of the specific Case for that patient. You will receive an email when a new file has been shared with you. Click on “FILES” at the top menu bar after accessing the desired Case. On the next screen, click the box to the left of the PDF document. This will place a check mark in the box and the “DOWNLOAD” button will appear under the patient’s name.



- Alternatively, the completed report can be accessed and downloaded by clicking on “Files” → “My Cases” and then selecting the desired patient from the list.

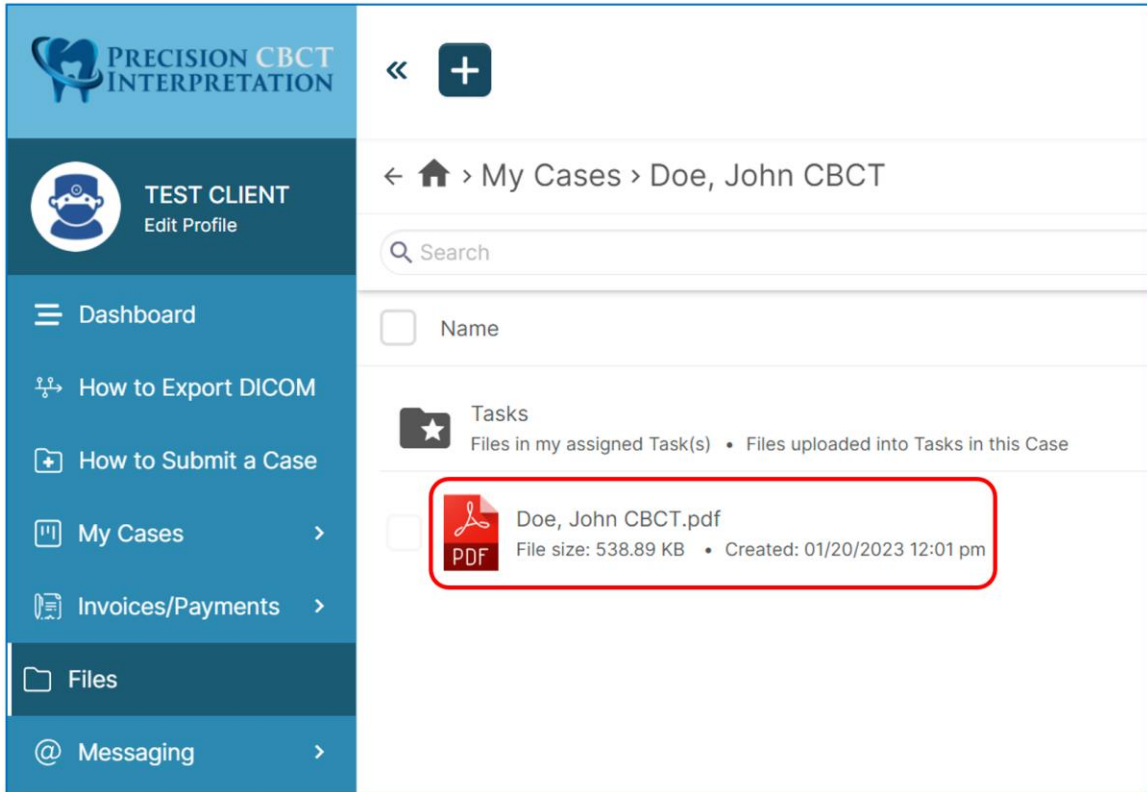


- After selecting the patient, click the box to the left of the PDF document. This will place a check mark in the box and the “DOWNLOAD” button will appear under the patient’s name.

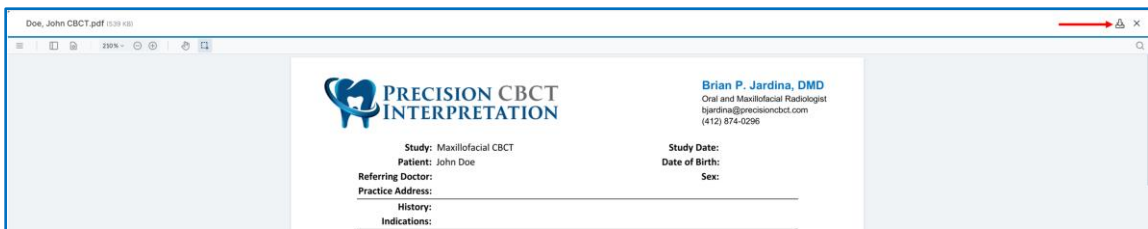
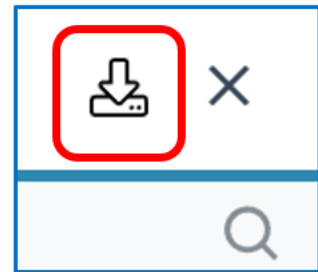




- You can also download the completed report from the default viewer. Click on the file name if you wish to view the PDF document in the platform.



- The download icon is located at the top right corner of the screen when viewing the report.





6. Please contact us if you need any assistance using the different sections of the platform. We are more than happy to schedule a Zoom meeting with you to demonstrate the case submission process and answer any questions you may have.