

Home Clinic Portal : Uploading the PCDE

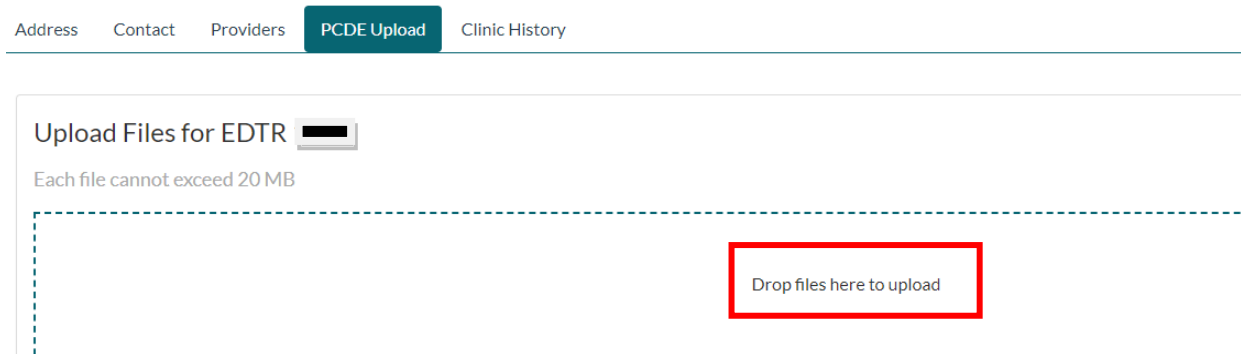
This quick reference contains instructions for uploading Primary Care Data Extract (PCDE) using the Home Clinic Portal. Note: Upload functionality is only available to eligible Home Clinics. You can also watch our Video [HERE](#)

Getting Started

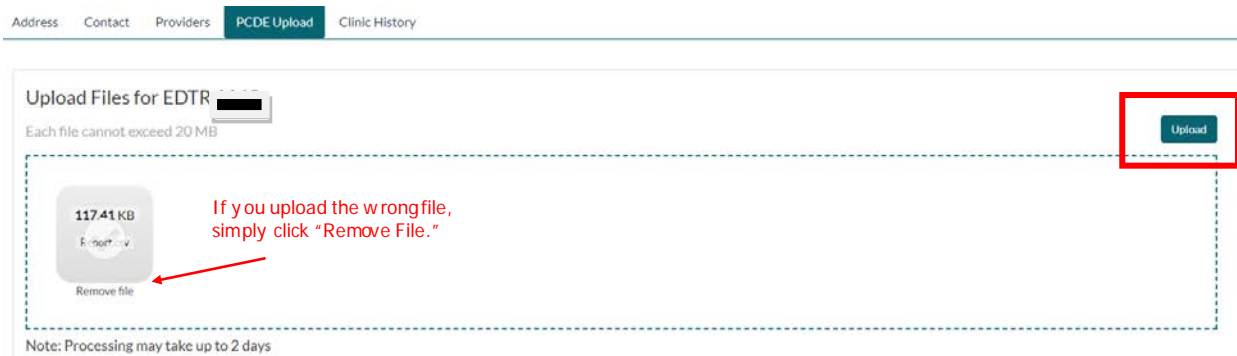
1. Log onto the [Home Clinic Portal](#)
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the appropriate *Home Clinic* name displayed on the Home page.

Upload PCDE Files

1. From within the View Home Clinic page, select the **PCDE Upload** tab



2. Drag and drop or cut and paste each of the PCDE files to the upload area. Each file will be displayed and the file size will be denoted.



3. Once the appropriate files are displayed in the upload area, select the **Upload** button to submit the files. The files will disappear once they are uploaded. Your clinic will receive an email confirmation indicating files were received.

Submissions will appear in the Processed Extract section of the Bulk Enrolment tab.