

# NHIF Portal Access Instructions

This document explains how users can create a portal account and manage files in via the NHIF site.

**Accessing Reports:** Create a Portal account for each DPC code assigned to your company.

## [NHIF Portal Access](#)

Username: 987654    *\*\*\*your username must always be your DPC code*  
Password: password    *\*\*\*your password should be something you choose*

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### Login

Username

Password

Remember Me

**Sign in**

 [Register](#)      [Forgot your password?](#)

Once you have registered a DPC code, NHIF will review and approve the account. NHIF will then link the DPC account you have created to a folder that will contain all individual reports that have been created for that DPC code. All reports will be placed in the **NHIF Reports** folder; you will be able to log-in and access your reports anytime using the portal link above.

## Document Listing

[+ Manage Your Uploads](#)

 **DPC Data Uploads**

 **NHIF Reports**

## Uploading Data:

After signing in, the participant can see both their report & data folders. As well as being able to access reports from this page you will also use this page to upload your data files to submit to NHIF. **\*\*Note: If you are an SHP client your Patient Satisfaction data will still be sent to NHIF directly from SHP.**

To upload your data files to NHIF choose the DPC Data Uploads folder and click the “Manage Your Uploads”

### Document Listing

[+ Manage Your Uploads](#)

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 **DPC Data Uploads**

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 **NHIF Reports**

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### Document Listing

[+ Manage Your Uploads](#)

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 **Previous folder**

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 **30 Day HRA - Data Upload Files**

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 **Clinical Services Study - Data Upload Files**


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 **Pt Satisfaction - Data Upload Files**

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 **Status at Discharge - Data Upload Files**

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 **Telehealth Study - Data Upload Files**

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User will be redirected to “Mange Uploads” Page. Click on “+” button to **add Files or Folder**

Click on “+” button to **upload Files or Folder** and select **Files**

Manage Uploads

Start

File Name	Upload Date	Size
Eval Template 2019.doc	January 27, 2020 5:56 pm	111 KB
NHIA Website(1).pdf	March 21, 2020 11:54 pm	133 KB
NHIA Website(2).pdf	March 21, 2020 11:54 pm	25 KB
NHIA Website(3).pdf	March 21, 2020 11:54 pm	18 KB
NHIA Website(4).pdf	March 21, 2020 11:54 pm	132 KB
NHIA Website-1.pdf	March 21, 2020 11:53 pm	20 KB

Add your files  
Or select a folder

Files  
Folders

After upload, the file will get listed in the table and the success notification will be displayed as in the screen below.

Start

File Name	Upload Date	Size
Eval Template 2019.doc	January 27, 2020 5:56 pm	111 KB
NHIA Website(1).pdf	March 21, 2020 11:54 pm	133 KB
NHIA Website(2).pdf	March 21, 2020 11:54 pm	25 KB
NHIA Website(3).pdf	March 21, 2020 11:54 pm	18 KB
NHIA Website(4).pdf	March 21, 2020 11:54 pm	132 KB
NHIA Website-1.pdf	March 21, 2020 11:53 pm	20 KB
TestWordDoc (2).doc	September 22, 2020 5:33 am	19 KB

1 Item  
19.46 KB

TestWordDoc (2).doc  
19.46 KB



## Step 4:

### 4.1 Single file management options

Hover on any file uploaded and click on the “3 dots” icon to see other file management options such as **Preview, Download, Delete, etc**

Click on the inline **3 dots icon** and select the required file management option from the list

The screenshot shows the 'Manage Uploads' interface. At the top, there is a 'Start' button and a search icon. Below this is a list of files. The file 'TestWordDoc (2).doc' is highlighted with a red box. A context menu is open over this file, showing options: Preview, Preview in new window, Download, Download as PDF, and Delete. The 'Delete' option is highlighted with a red box. An orange arrow points from the text box above to the '3 dots' icon, and another orange arrow points from the text box above to the 'Delete' option in the context menu.

File Name	Upload Date	Size
Eval Template 2019.doc	January 27, 2020 5:56 pm	111 KB
NHIA Website(1).pdf		
NHIA Website(2).pdf		
NHIA Website(3).pdf		
NHIA Website(4).pdf		
NHIA Website-1.pdf		
<b>TestWordDoc (2).doc</b>	September 2, 2020 5:33 am	19 KB

For example click on the delete option that will display a confirm delete pop up as given below:

Click on the **delete** button to delete the file you have selected

The screenshot shows the 'Manage Uploads' interface with a confirmation dialog box open. The dialog box contains the text 'Do you really want to delete:' followed by a file icon and the name 'NHIA Website-1'. Below the text are two buttons: 'CANCEL' and 'DELETE (1)'. An orange arrow points from the text box above to the 'DELETE (1)' button. The background shows a list of files, with 'NHIA Website(1).pdf' selected.

File Name	Upload Date	Size
Eval Template 2019.doc	January 27, 2020 5:56 pm	111 KB
<b>NHIA Website(1).pdf</b>	March 21, 2020 11:54 pm	133 KB
NHIA Website(2).pdf	March 21, 2020 11:54 pm	25 KB
NHIA Website(3).pdf	March 21, 2020 11:54 pm	18 KB

## 4.2 Multiple file management options

Hover on any file uploaded and click on the radio button, repeat this for multiple files:

Manage Uploads

Select multiple files for performing operations

File Name	Upload Date	Size	Actions
Eval Template 2019.doc	January 27, 2020 5:56 pm	111 KB	
NHIA Website(1).pdf	March 21, 2020 11:54 pm	133 KB	
NHIA Website(2).pdf	March 21, 2020 11:54 pm	25 KB	
NHIA Website(3).pdf	March 21, 2020 11:54 pm	18 KB	
NHIA Website(4).pdf	March 21, 2020 11:54 pm	132 KB	
NHIA Website-1.pdf	March 21, 2020 11:54 pm	20 KB	
pdf-test.pdf	September 22, 2020 6:10 am	20 KB	<input checked="" type="radio"/>
TestWordDoc (2).doc	September 22, 2020 5:33 am	19 KB	<input checked="" type="radio"/>

Add your files  
[Or select a folder](#)

After selecting multiple files you can select delete option to delete multiple files from the “3 dots” icon at top.

Manage Uploads

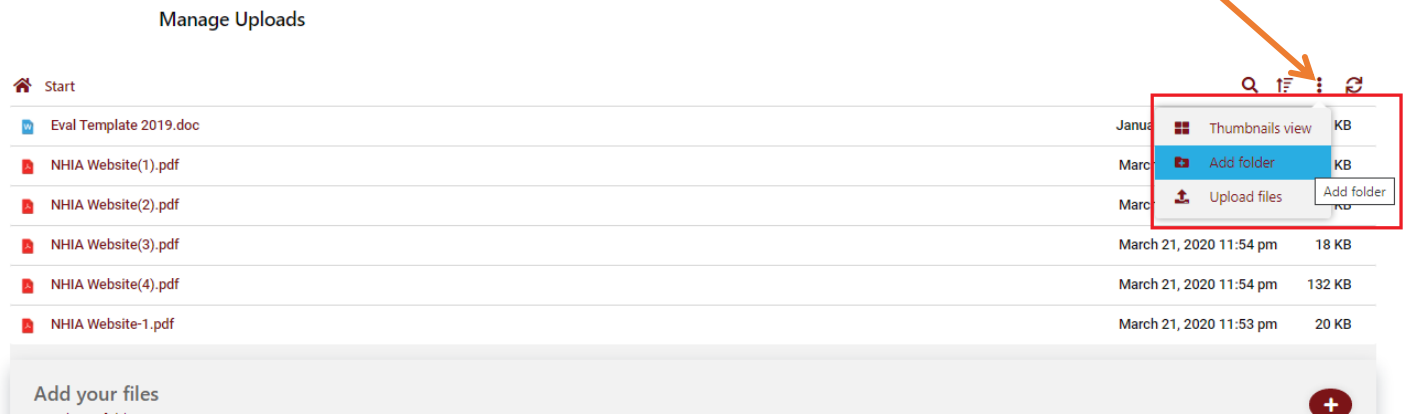
Click on the 3 dots and Select **delete** option to delete multiple files

File Name	Upload Date	Size	Actions
Eval Template 2019.doc	January 27, 2020 5:56 pm	111 KB	
NHIA Website(1).pdf	March 21, 2020 11:54 pm	133 KB	
NHIA Website(2).pdf	March 21, 2020 11:54 pm	25 KB	
NHIA Website(3).pdf	March 21, 2020 11:54 pm	18 KB	
NHIA Website(4).pdf	March 21, 2020 11:54 pm	132 KB	
NHIA Website-1.pdf	March 21, 2020 11:53 pm	20 KB	
pdf-test.pdf	September 22, 2020 6:10 am	20 KB	<input checked="" type="radio"/>
TestWordDoc (2).doc	September 22, 2020 5:33 am	19 KB	<input checked="" type="radio"/>

### Step 5:

To create a new folder a user can click “**3 dots**” icon and select “**Add Folder**” option to create a new folder. Please check the below screenshot for reference.

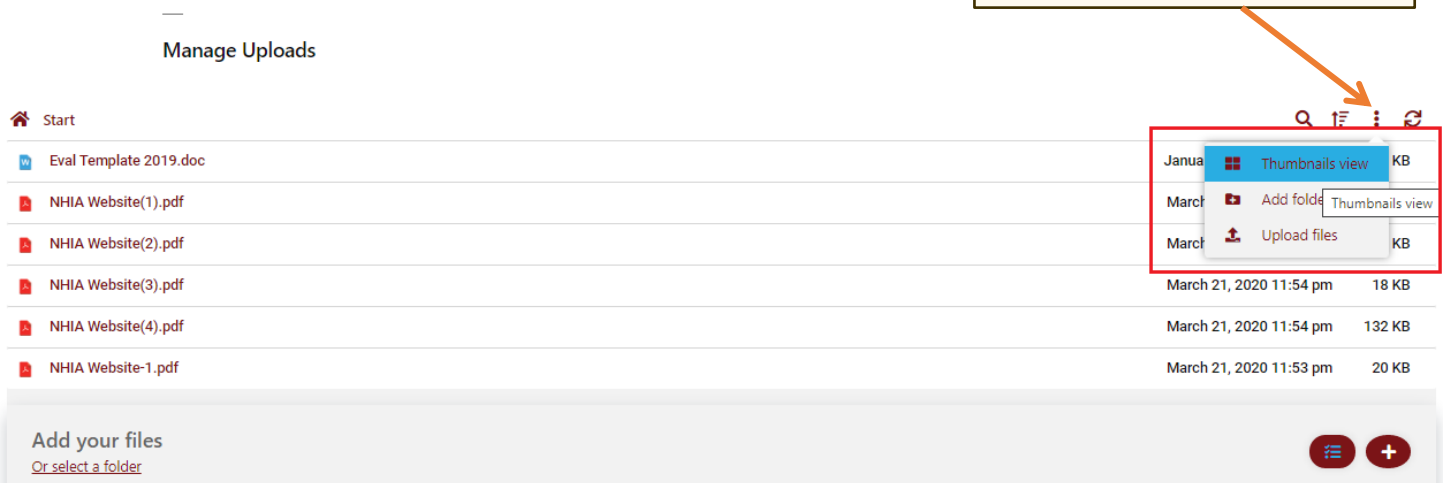
Click on the 3 dots and Select **Add folder** option to create a new folder



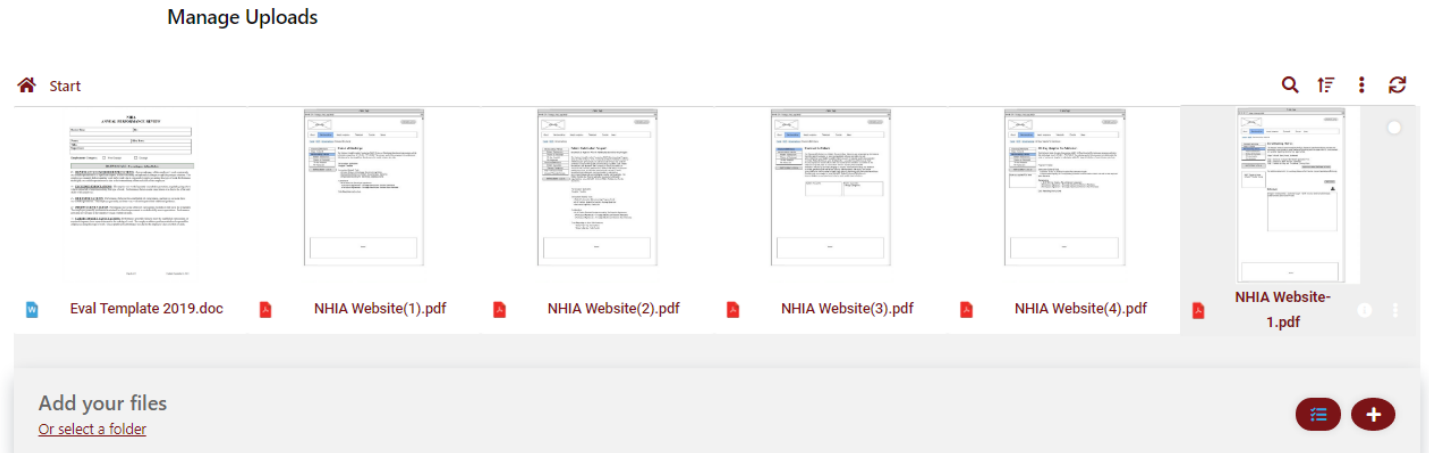
### Step 6:

To change preview of file listing a user can click “**3 dots**” icon and select “**Thumbnails View**” option to change to thumbnail preview of files.

Click on “**3 dots**” and select “**Thumbnails View**” option



Thumbnail preview is as given below:

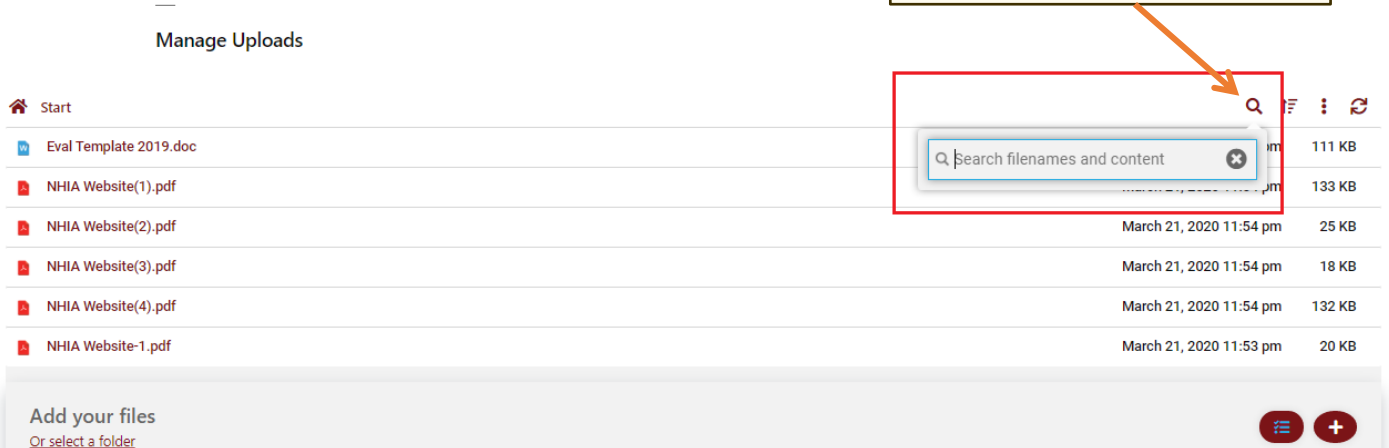


### Step 7:

In addition user can search and do sorting files, using the search and sort options as per the instructions explained below

#### 7.1 Search Option

Click on Search icon and type filename for searching





## 7.2 Sort Option

Click on sort option to,  
sort files in required order

Manage Uploads

Start

	Q	☰	⋮	↻		
Jan	✓ Name					111 KB
Ma	Size					133 KB
Ma	Modified					25 KB
Ma	✓ Ascending					18 KB
	Descending					
March 21, 2020 11:54 pm						132 KB
March 21, 2020 11:53 pm						20 KB

Add your files