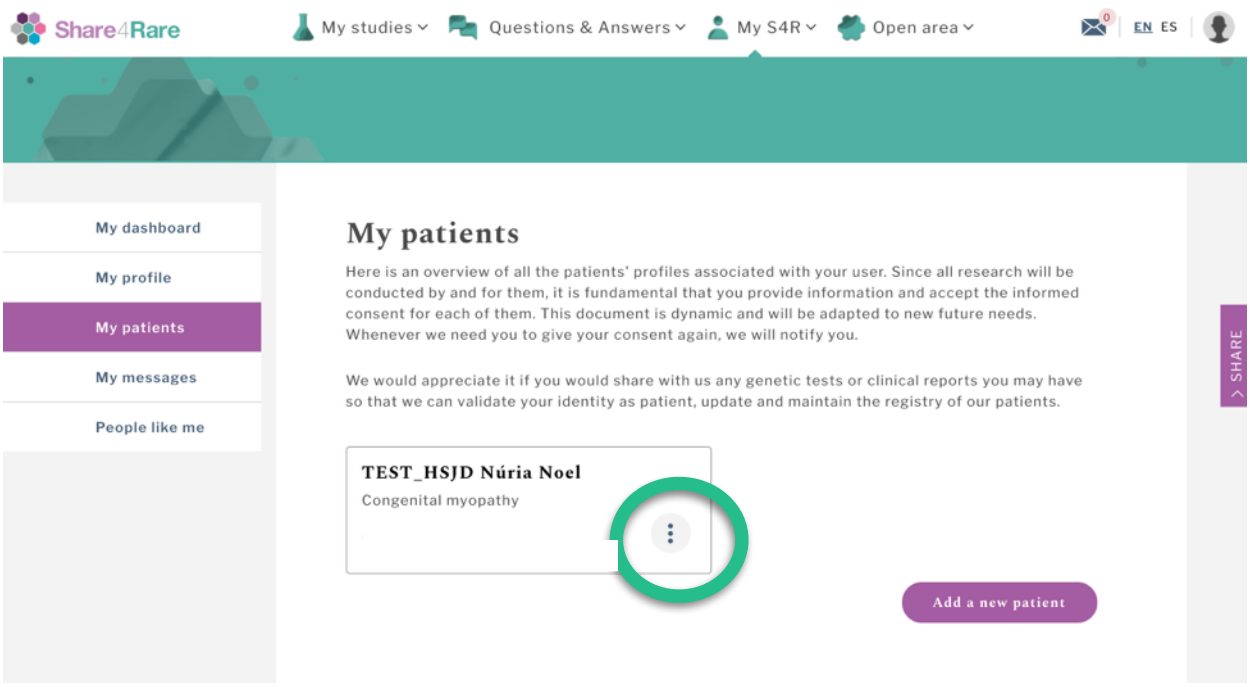
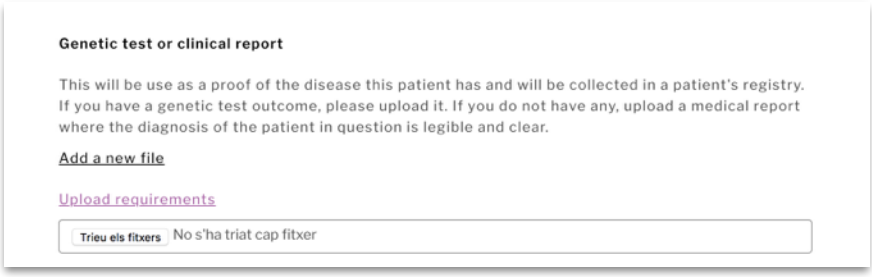
INSTRUCTIONS:

1. Go to MY PATIENTS and click on the button of the “3 dots” underneath your registered patient and press EDIT.

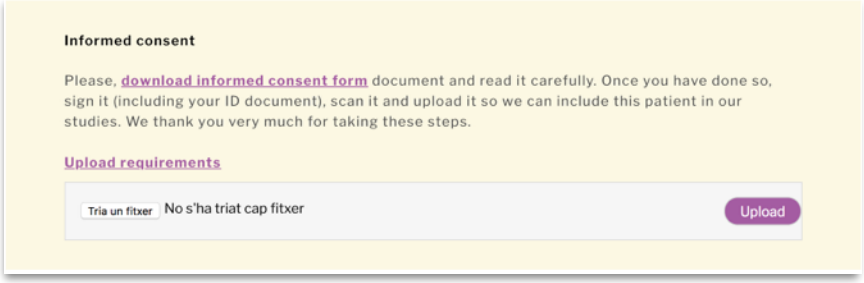


2. Once you are in, you will see all the data already submitted by you when you first registered the patient to the platform. But now you have to scroll down and get to the 2 final sections named:
   a) GENETIC TEST OR CLINICAL REPORT
   b) INFORMED CONSENT

a)



b)



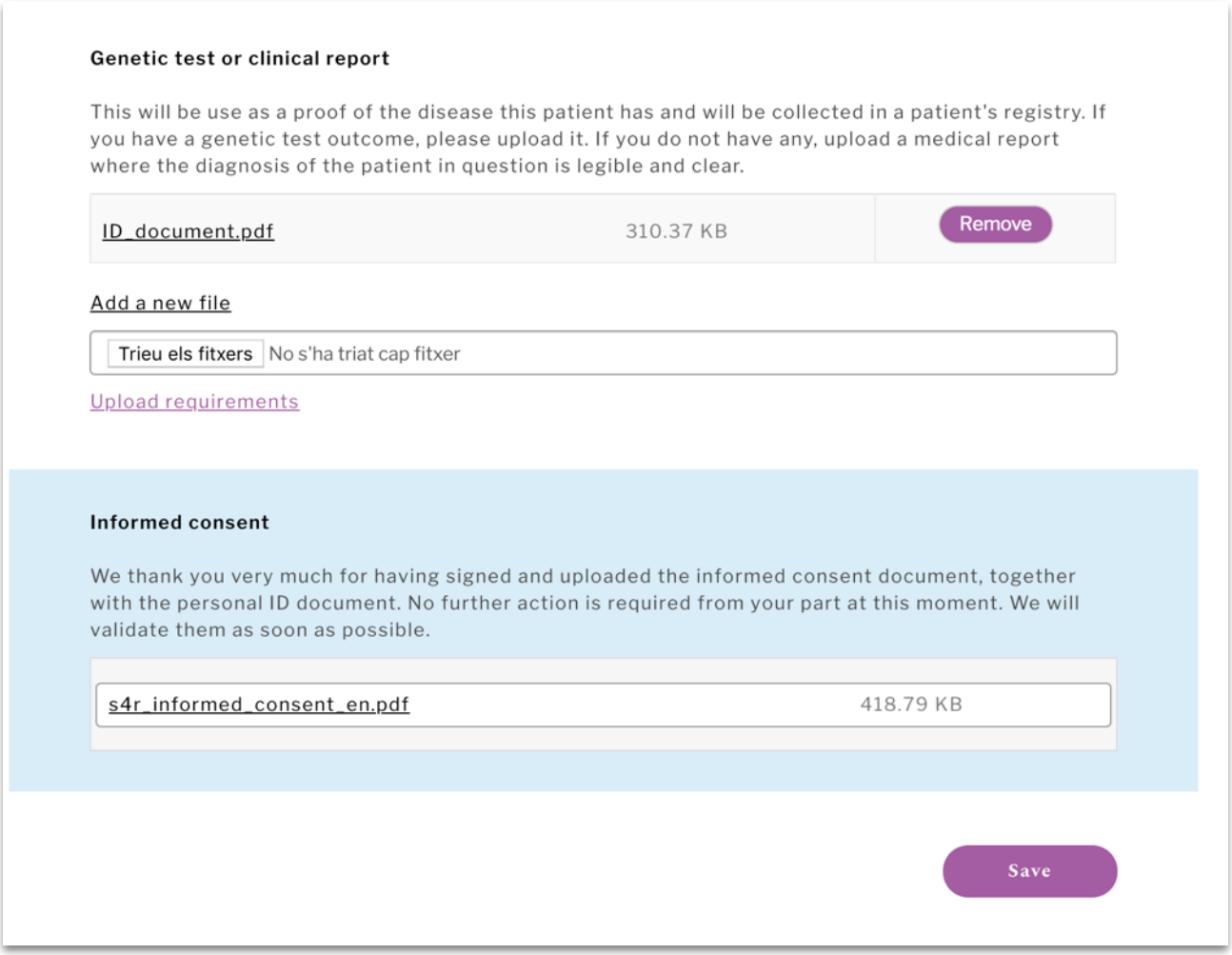
In the section a) GENETIC TEST OR CLINICAL REPORT you can upload as many documents as you want with Clinical report, relevant test that you think are important to share, etc.
This section allow you to upload multiple files but CINICAL REPORT SI MANDATORY.

Section b) INFORMED CONSENT is the most important part because in this section you will have **to download the blank informed consent and fill in** with all the required information to give your OK to use the medical information of the patient and to participate in any type of RESEARCH. Without this informed consent you cannot participate in the community either in any research.
The document you download from the website **can be edited by any PDF editor or you can also fill in by hand and then scan or take a picture of it.**

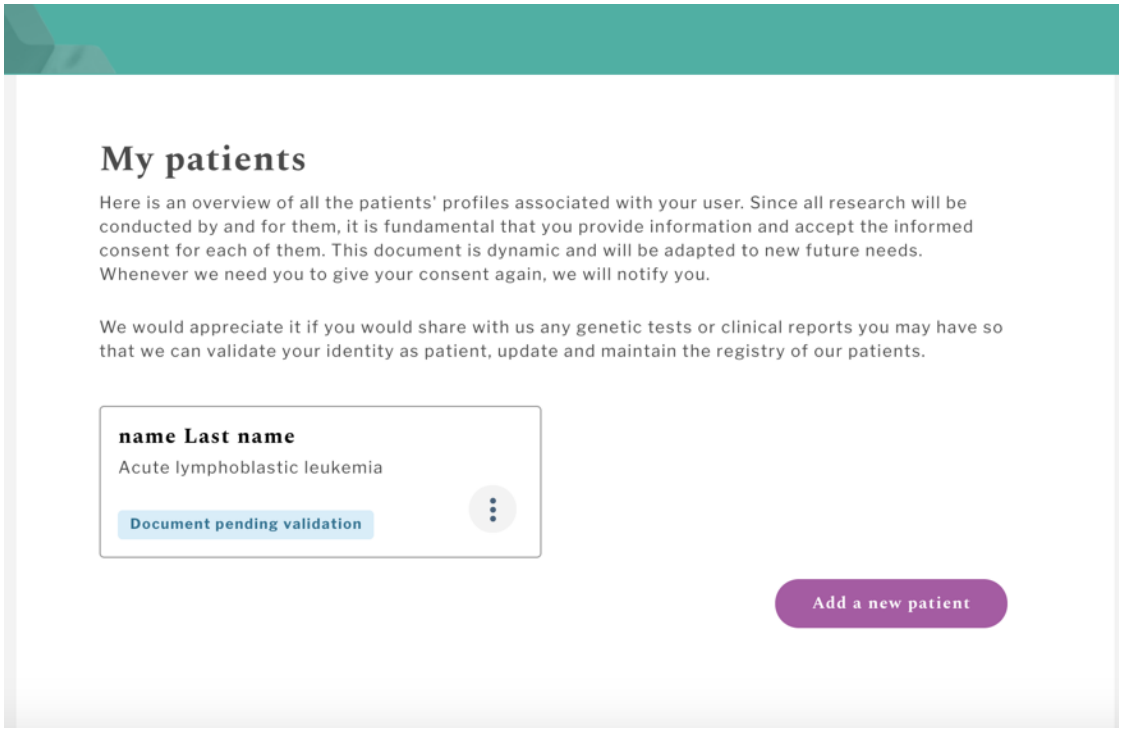
The final section of this document includes a section to add the ID of the patient. If you find that adding the picture of the ID (or any document that includes the name and photo of the patient) to the current pdf is difficult, just save this ID document in another file and you will be able to upload it to the section a) GENTEIC TEST OR CLINICAL REPORT.

Once completed you have to upload this document back the platform. Please note that this section **only allows one document to be uploaded.** For that reason we recommend you to upload the PDF of the informed consent WITH MULTIPLE PAGES here and (in case you have trouble adding the ID to the pdf or you have the infomed consent in different pdfs), upload the extra documents onto the section a) GENTEIC TEST OR CLINICAL REPORT.

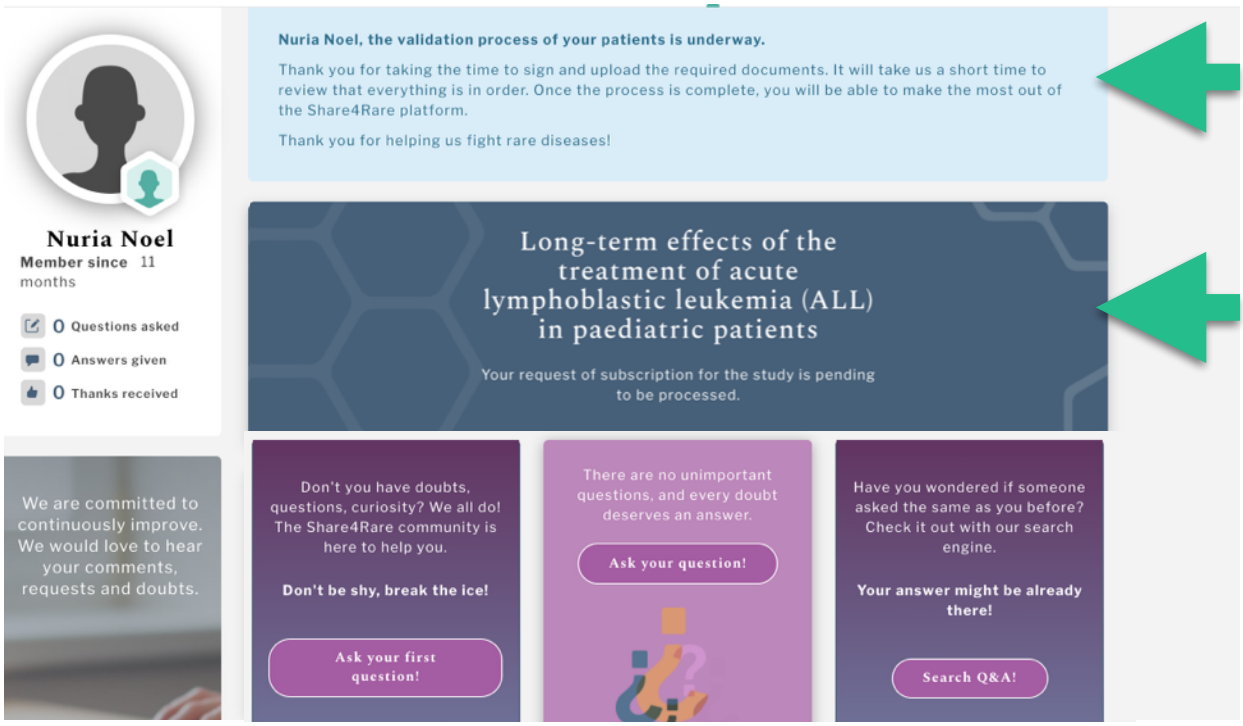
Once you have uploaded all the documents you will see the sections like the example below and you can now press SAVE.



You will see, then, than you patient is categorized as DOCUMENT PENDING VALIDATION.



And in your DASHBOARD you will see this message, and if there is any available study research for the disease of the patient, you will find a second message.



Once The Share4Rare Team Validate Your Documents You Will Be Able To Participate In Community And In The Study!