

## How do I print or download documents from the Patient Portal?

- Login to the Patient Portal and navigate to the inbox one of two ways:
  - 1. Click on the appropriate document displayed in the "Inbox" section.

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(Patient Portal Dashboard)						Micke	/ L Mouse	<b>v</b> ]
PRACTICES	MNGI Digestive Health PA 612-871-1145 For technical assistance email helpdesk@mngi.com View Profile Page	612-871-1145 "***UPCOMING APPOINTMENTS SPECIAL MESSAGE: IT IS IMPORTANT TO ARRIVE AT THE DESIGNATED TIME REFERENCED IN THE PACKET UPLOADED TO YOUR PORTAL INBOX 612-871-1145 OR WE MAY NOT BE ABLE TO HONOR YOUR APPOINTMENT. For technical assistance email helpdesk@mngi.com Welcome to MMGI Diractive Health's Patient Portal!						
MNGI Digestive Health PA 1/17/2014 Mickey L. Mouse's Updat	Compose an Em	Upcoming Appointments	case contact your phys	ician's office.	There are no ref			

- 2. If the applicable document is not displayed in the "Inbox" section:
  - Click on the "Mail" tab, located towards the top of the page, and select "Inbox" from the dropdown.

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• Click on the appropriate document listed in the inbox.

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- Once the document displays, you can either download or print it.
  - 1. Click on "downward arrow" icon to download the document and save it as file. <u>Please note the document will save as a PDF file.</u>

OR

2. Click on the "printer" icon to print the document to the desired printer.

