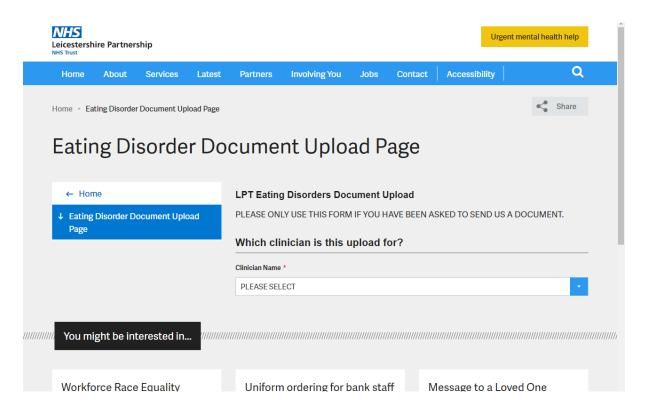
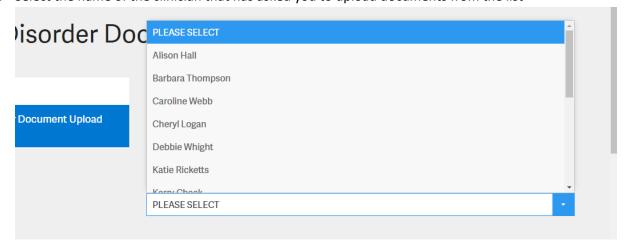
## How to upload documents for Leicestershire Adult Eating Disorder Service

1. Go to <a href="https://www.leicspart.nhs.uk/edupload/">https://www.leicspart.nhs.uk/edupload/</a>



2. Select the name of the clinician that has asked you to upload documents from the list



3. If you can not find the name of the clinician then please select 'The member of staff is not listed' and type in the next box the name of the clinician. Clinician Name \* The member of staff is not listed Please type the clinicians name below: \* 4. Complete your name, date of birth & postcode. This ensures the clinician knows who is sending them information. Please record your details: This is to ensure we can link your file to the correct record What is your Name? \* What is your Date of Birth? \* What's your home post code? \* 5. Add any comments here about the documents you are uploading for your clinician Is there any information you want to share with the clinician? Information to be shared: 6. Now select choose file and find the document you want to upload on your device, then select open. This will attach the document. Please attach your file below If sending multiple files please submit one at a time. File \* Choose file No file chosen PLEASE NOTE: The maximum file size is 25MB, if your file is larger than this you will need to split it and send it as separate files.

7. Tick the box to agree to the criteria and press submit. The document will then get to your chosen clinician.

Please ensure your submission meets the below criteria

Please tick below to confirm that \*

you agree that the document adheres to the below criteria:

- You have been asked by a clinician to submit a document.

- By submitting this document you are consenting to it being shared with your clinician.

- If you are another professional, please ensure the document is in line with your local policy\guidelines.

Thank you.

**SUBMIT**