Easy Uploader Instructions

For the best experience, it is recommended to use Edge, Chrome, or Firefox web-browsers.

- Navigate to the Easy Uploader here: https://www.childrenscolorado.org/health-professionals/refer/powershare-image-sharing/. This link will take you to where you can navigate to the first step which has the instructions.
- Before you can upload your medical images, you will need to request an Authentication Code by providing either your email address or phone number (please see below):

  - You will then receive the code with the below message:
    - “Your authentication code expires in 5 minutes.”
  - Enter the Authentication Code in the Authentication code box (green arrow).
  - Check the box to agree to the Terms and Condition and the HIPAA Agreement (red arrow).
• Click “Confirm Authentication Code” box.

The uploader window will then open.
• Click “Choose Folder” button and select the CD or directory that contains the files you wish to upload.

• Click the “Upload” button (if you are unsure what to upload, select the top level of the disk or imaging folder).

You will receive a “Transfer Complete” notice in the progress bar.
• You can close the screen or “Upload Another” if you have more images to upload.