
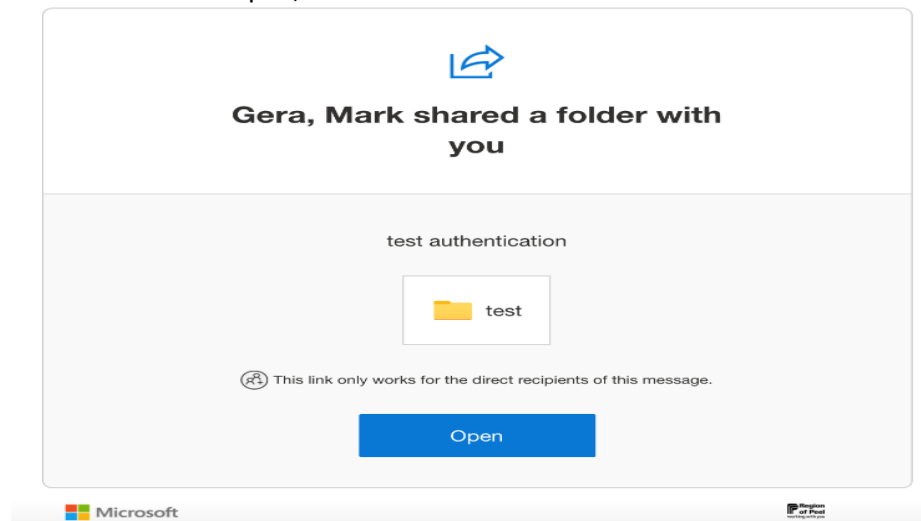


Authentication Instructions for Sharing Supplementary Information with Peel Public Health

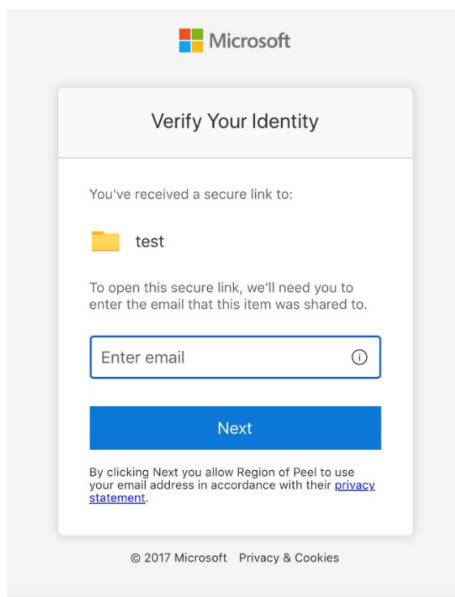
Once Peel Public Health becomes aware of a positive or probable case in a setting, a case manager will identify whether additional information is required to support the investigation. If more information is required, an email will be sent to the contact email address provided by the setting. To allow for sharing of the requested information with Peel Public Health, the email contact must follow the steps outlined below to complete a one-time authentication process. Once authentication is complete, a secure folder will be made accessible to the contact to allow secure sharing of the requested information with Peel Public Health. The same secure folder may be used to share information about future cases, if needed.

Authentication Steps:

1. Open the email from Mark Gera or Lynn l'Anson from Region of Peel.
2. When the email is open, the shared folder will be visible. **Click the  button.**

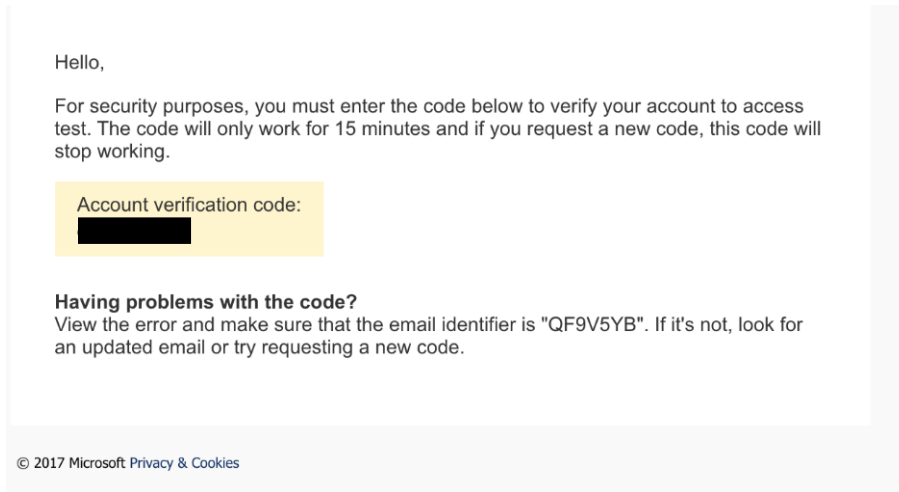


3. You will be redirected to this window where you need to confirm your email address:

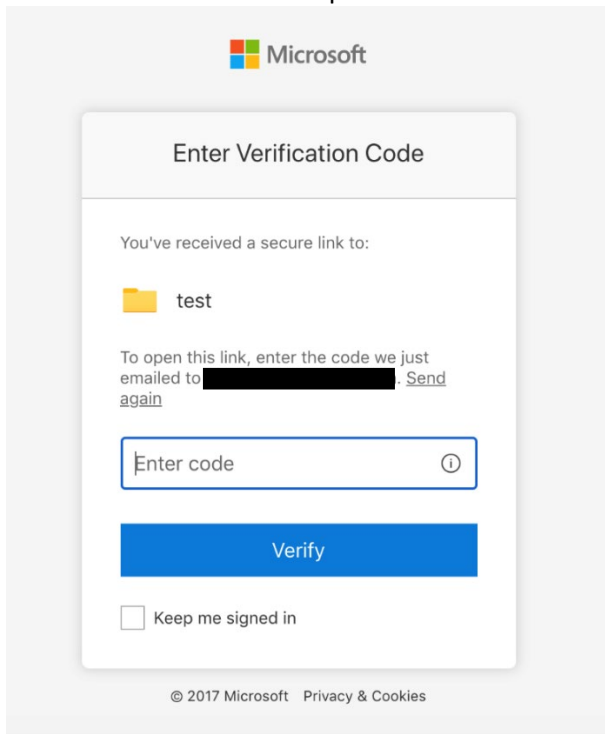


Authentication Instructions for Sharing Supplementary Information with Peel Public Health

- Once you have confirmed your email address, this window will indicate that a verification code has been sent to the email address provided. Copy the verification code. ***Make sure you check your spam/junk folder if the verification code has not come through***

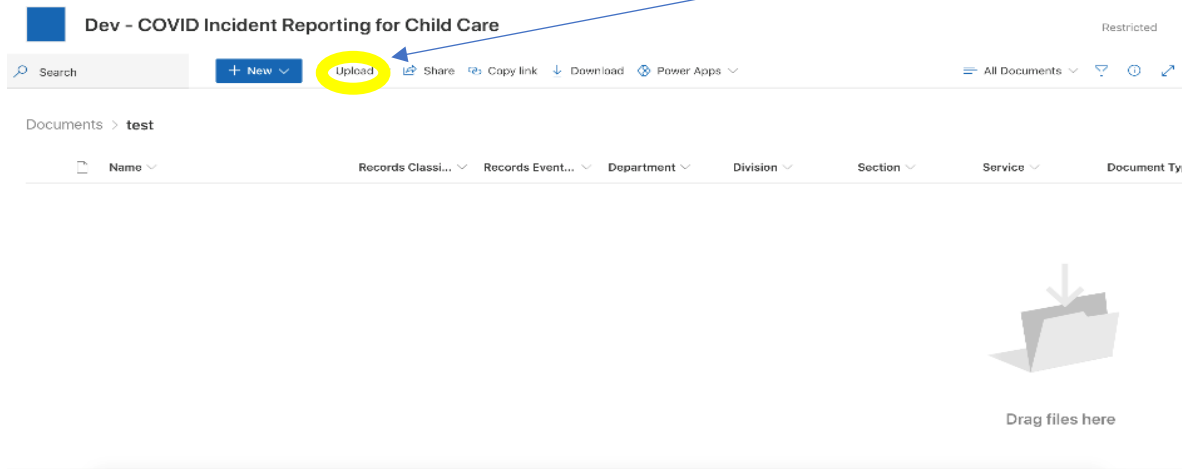


- Enter the verification code provided into the "Enter code" box as seen.



Authentication Instructions for Sharing Supplementary Information with Peel Public Health

6. Once the verification is complete, you will be redirected to the secure folder which resembles the one below. From here, you can upload a document by dragging it into the folder or pressing the upload button at the top of the page. Repeat for multiple documents.



7. If you are required to upload more documentation for the same or a new case, please use the same link provided.