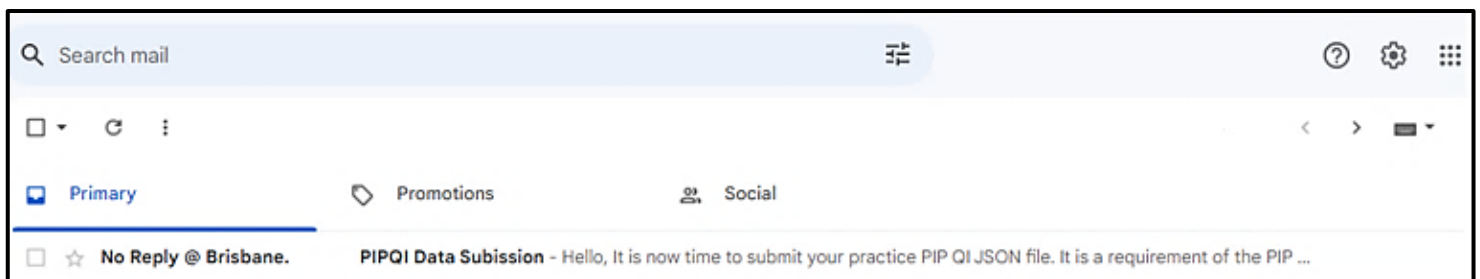


How to Upload A PIP QI JSON File

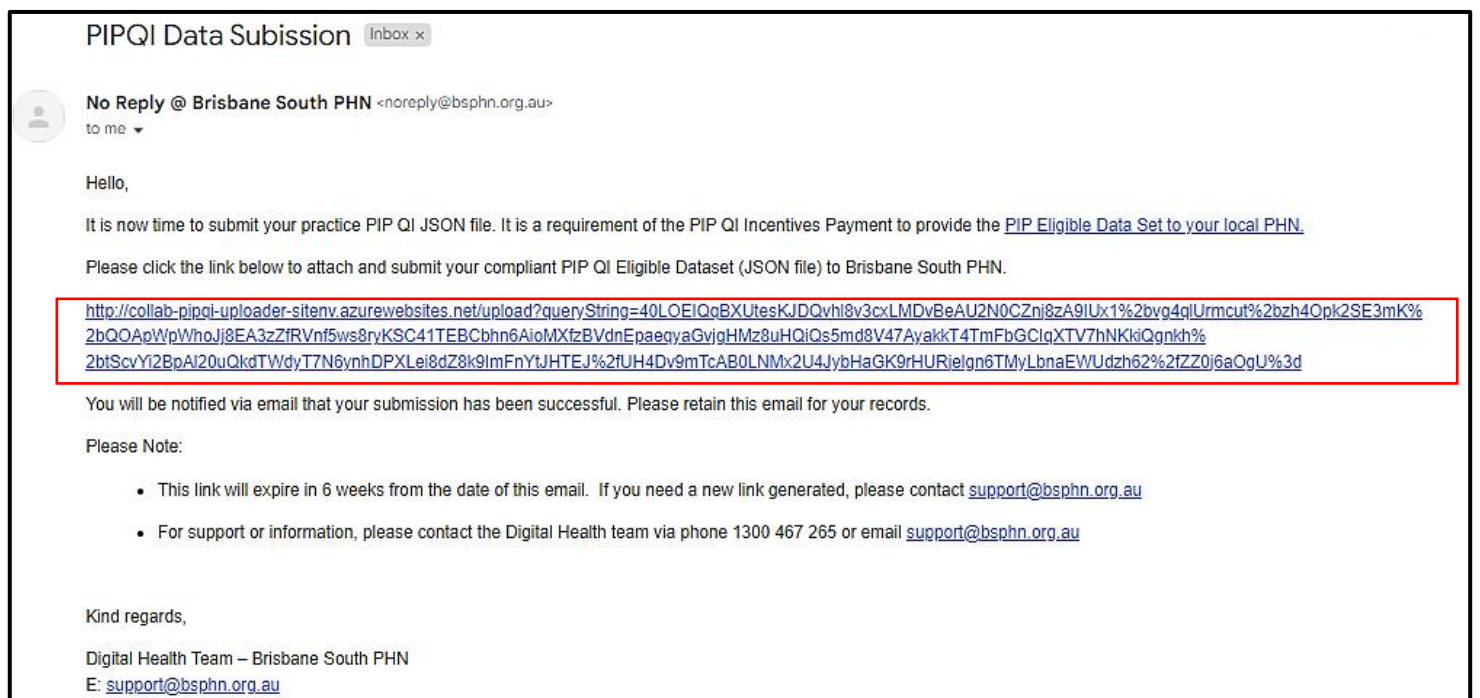
Step 1: Check your Email

- You will receive an email from No Reply @ Brisbane South PHN, titled 'PIPQI Data Submission'. *Please note, do not reply to this email.*



Step 2: Open the Email and Access the Link

- Open the email and click on the link.

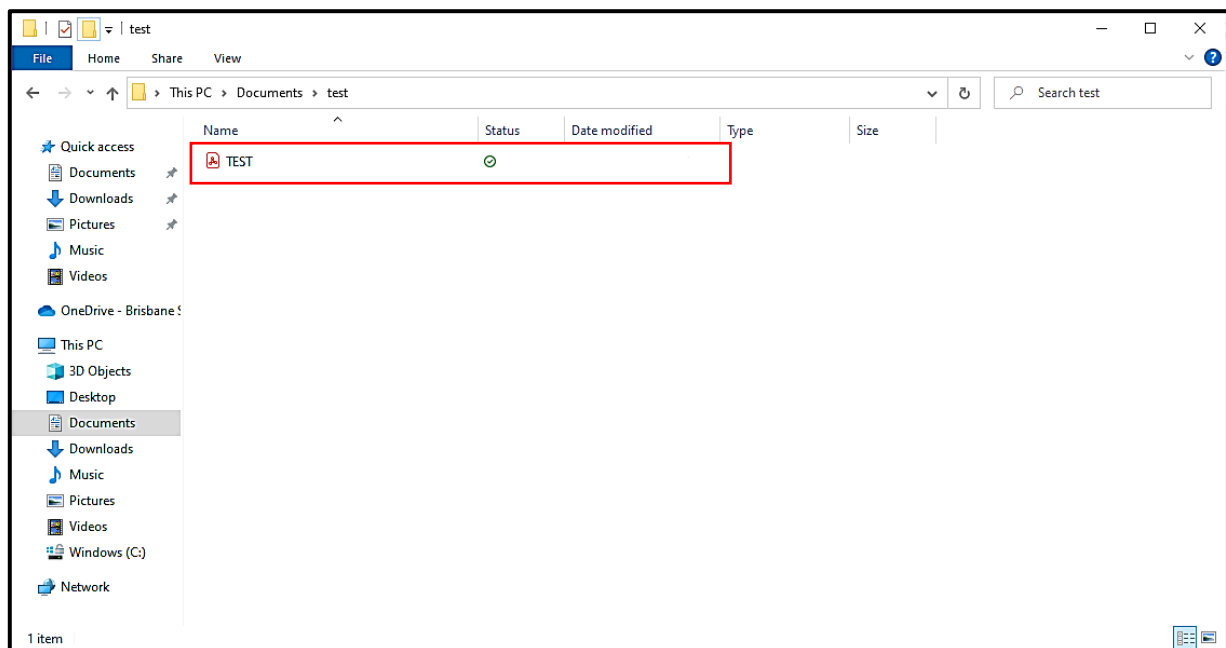


Step 3: Upload the JSON File

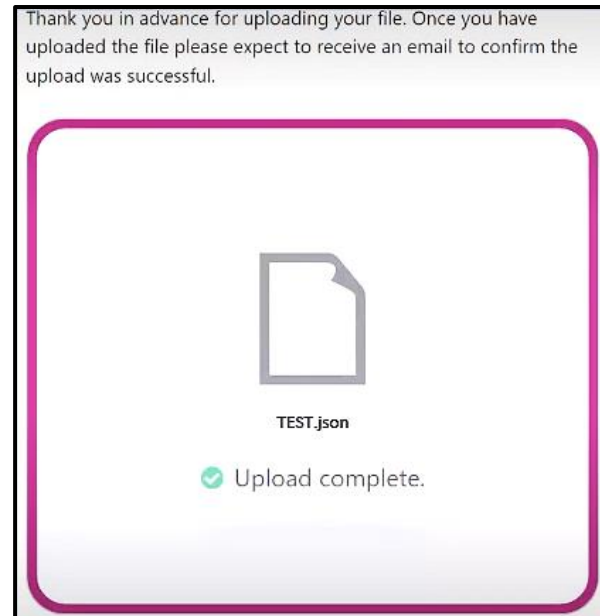
- The link will open to a page with the image below:



- Click the purple square to upload a file -> navigate to where you have saved your JSON file (*not necessarily under documents*) -> select your PIP QI JSON file -> double click the chosen item to upload.
Please note 'Test' shown here under documents for demonstration purposes only.



- Once the PIP QI JSON file is uploaded, the message on screen will change to 'Upload complete'



Step 4: Email Confirmation

- Finally, you will receive an email confirming success of your JSON file upload.
- Brisbane South PHN will contact the practice directly if there are any issues with your PIP QI submission.

