PowerShare 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://widgets.nuancepowershare.com/easyupload/Ochsner 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.