Step by step directions for uploading documents into the Health Portal:

1. Sign into the health portal once account is activated and created.*
2. On main page, scroll down and click “Message a Provider”
3. Click “New Message”
4. Message To: Pick “The Office”
5. Subject: Pick “Other”
6. Message: Enter a simple note: (*Example: Immunization Records*)
7. Amendment Type: Click on “Document”
8. Document: Browse to find and upload your document. Please note:
    a. One file upload per message. *Tip: Have all the immunization records in one file*.
    b. Less than 50 total characters in the document name or it will cause an error.
    c. PDF and JPG documents only.
9. Description: Enter a simple title (*Example: Authorization to treat*)
10. Click “Send Message”

Repeat this process for each document you need to upload, unless they are all in one file.

Contact Health Services if questions.

(616) 526-6187 | health@calvin.edu

* After paying your enrollment deposit and receiving an initial email from Health Services, watch for an email from HFAlerts@nextgen.com inviting you to activate your health portal account. This portal is where you'll upload your required health documents. The invitation link expires after 72 hours, so please activate your account as soon as you receive it. If the link expires, contact Health Services at (616) 526-6187 or health@calvin.edu to have it resent.

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