How to Upload Documents in HMIS

1. Click on the "Client Profile Tab"

2. Scroll to the bottom of the screen

3. Click "Add New File Attachment"

Client Notes

Provider			Note Date	Note Preview	Full Note
Add New Client Note Print				No matches.	

File Attachments

			Date Added ⌄	Name	Description	Type	Provider	Added From	
✏	🗑	🔍	03/30/2020	98D33476-60BE-45C1-91D2-B13B2B651ED7.jpeg		jpeg	PDX Metro Area - Level 1	Client Profile	🔒
Add New File Attachment								Showing 1-1 of 1	

Incidents

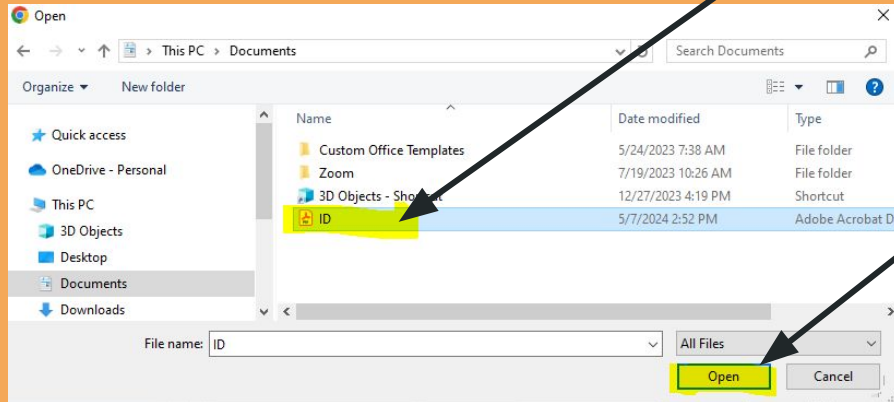|		Start Date	End Date	Incident	Incident Code	Provider	Ban	Site	Staff
✏	🗑	04/26/2023	Indefinite	Violent Behavior	TPI_Exclusion - Agency (requires reinstatement)	Transition Projects (TPI) - Agency	No		
Add New Incident							Showing 1-1 of 1		

Exit

Homeless Services
Department
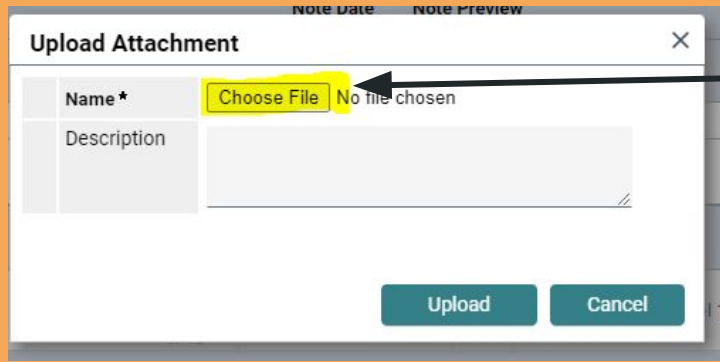
4. Click "Choose File"

5. Select the file you would like to upload.

Please upload PDFs rather than JPEGs or other file formats

6. Click "Open"

Homeless Services Department

Upload Attachment

Name * [Choose File] ID.pdf

Description ID

[Upload] [Cancel]

B13B2B651ED7.jpeg

7. Write a description of the file

8. Click "Upload"

CONGRATS! You've successfully uploaded a document in HMIS!

File Attachments

	Date Added ▼	Name	Description	Type	Provider	Added From	
✏ 🗑 🔍	05/08/2024	ID.pdf	ID	pdf	Portland/Gresham/Multnomah County (OR-501)	Client Profile	🔒
✏ 🗑 🔍	03/30/2020	98D33476-60BE-45C1-91D2-B13B2B651ED7.jpeg		jpeg	PDX Metro Area - Level 1	Client Profile	🔒

[Add New File Attachment]   Showing 1-2 of 2

Homeless Services
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