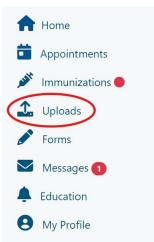


## **Printing Your Records From Medicat**

Once a file is uploaded to Medicat, you can login and print the documents at any time. Please follow the instructions below to access and print your uploaded documents.

- 1. Once you are logged in to Medicat, select "Uploads" from the menu on the left.
  - a. Mobile devices will only show the upload icon.
- 2. Scroll to the bottom of the page where it says "Documents already on file"
  - a. You will see the screen below:





- 3. Locate the document you want to print, and select "View File" underneath it.
  - a. Once you select view file your document should begin to download.
- 4. Once your file has finished downloading, open it and search for the print icon.