

## How to upload your patient panel for the CRISP Encounter Notification System

1. Go to <http://www.crispdirect.org>
2. Click Login to Direct Webmail and login



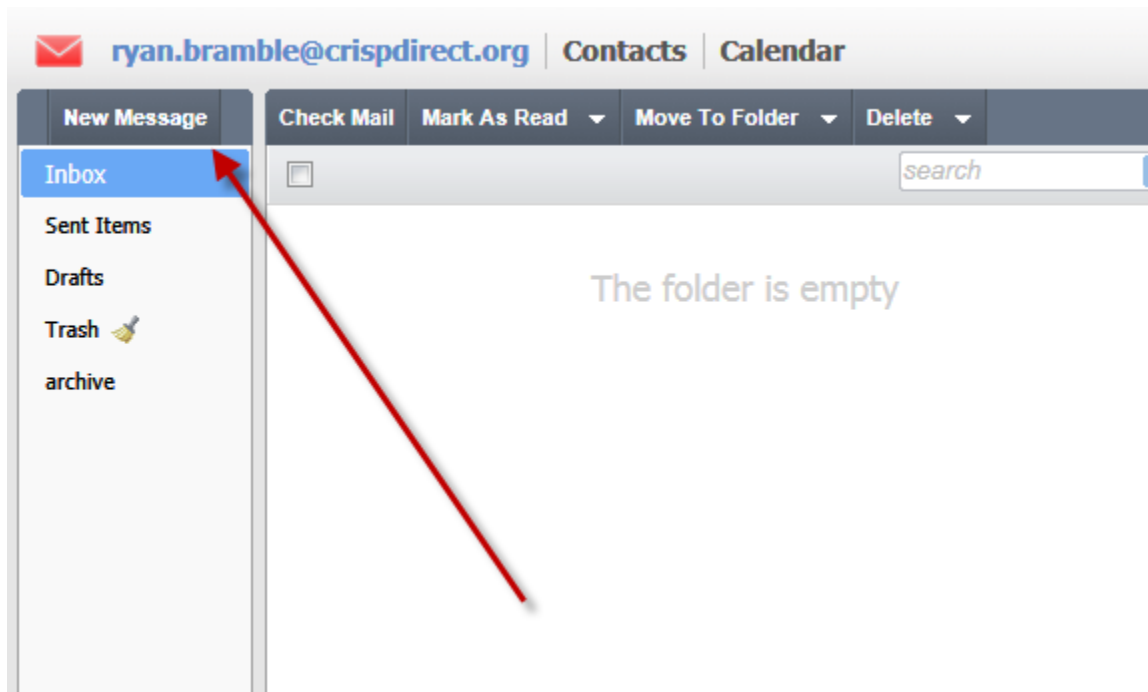
Welcome to the CRISP Direct Registration Portal

[Invite Users](#)

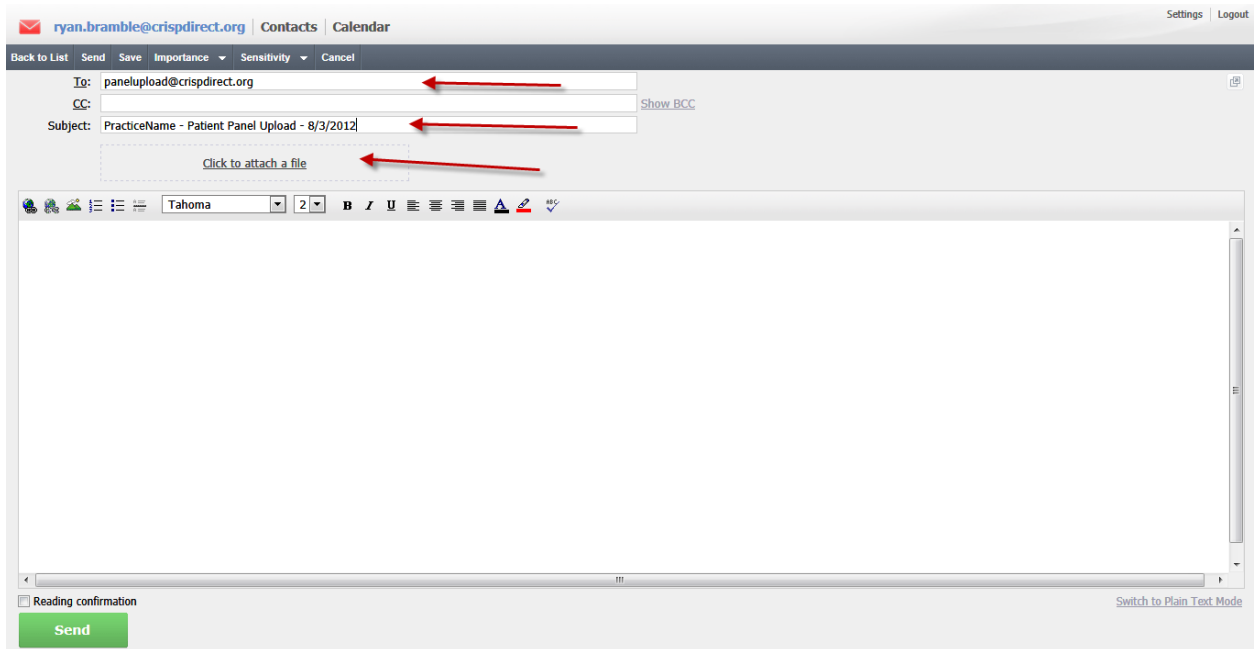
[View & Modify Account Information](#)

[Login to Direct Web Mail](#)

3. Click New Message



4. Send the panel To [panelupload@crispdirect.org](mailto:panelupload@crispdirect.org) create a subject that tells us the "Organization Name – Patient Panel Upload – today's date"



5. Click to attach the file and upload the file
6. Click Send