A Step-by-Step Patient Guide to Upload Medical Images to Cleveland Clinic
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If you have questions or need assistance during the upload process, please email **Imageuploadhelp@ccf.org**
Get Started

Step 1: Locate the website
 Please click on this link or copy and paste into your browser window to begin the image upload process.

https://transfer.ccf.org/ni

Step 2: Review terms and conditions
• Review and accept the Terms and Conditions
• Click the Next button

Step 3: Complete patient information
• Scroll down the screen and complete the Patient Information
• Click the Next button

• Click the Yes button to confirm that the information entered is accurate.
Step 4: How to upload images

Before you upload, please confirm that only the radiology image studies you want to send are on the CD or external drive you are using.

a. Click the Select CD button to upload from a CD or external hard drive.

b. Choose the folder that contains your images and click open.
   • Click the OK button

c. Images will now be available in the upload queue.
   • Click the Start Upload button to begin the upload process

d. Click the Yes button to confirm that the images are ready for upload to the secure Cleveland Clinic system. This could take several minutes to complete.

e. Once the images are uploaded, you will return to this screen. If you need to upload more images, repeat the instructions in Step 4a; otherwise, click the Submit button to complete.
Step 5: Image upload complete
Once the files are submitted successfully, you will see the confirmation screen.

- **Close** browser to exit

Step 6: Confirmation email
You will receive an image upload confirmation email containing your **upload date** and **upload URL** for future reference.

- Use the upload url link to upload more images
Step 4: How to upload images (Internet Explorer®)

Before you upload, please confirm that only the radiology image studies you want to send are on the CD or external drive you are using.

a. Click the Select Photos/CD button to upload from a CD or external hard drive.

b. Click the Yes button to acknowledge the Java™ download.

c. At the bottom of the screen, click the Open button to launch the Java™ application.

d. Click the Run button to begin the application.

e. Click the Select CD button to upload from a CD or external hard drive.

f. Choose the folder that contains your images and click the open button.
g. Images will now be available in the upload queue.
   • Click the **Start Upload** button to begin the upload process. This could take several minutes to complete.

h. Click the **Yes** button when you are done uploading your images. Once the images are uploaded, you will return to this screen. If you need to upload more images repeat the instructions in Step 4a (IE); otherwise, click the **Submit** button to complete.

**Proceed to Step 5 located on page 5 of this guide.**
Step 4: How to upload images (Safari®)

Before you upload, please confirm that only the radiology image studies you want to send are on the CD or external drive you are using:

a. Click the Select Photos/CD button to upload from a CD or external hard drive.

b. Click the Yes button to acknowledge the Java™ download.

c. The applet is downloaded. Click the down arrow button in the upper right-hand corner of the browser screen.
   • Click on the arrow to show that the download is complete

d. Click on Show in Finder to launch the applet.
   • The second image to the right shows the downloaded applet in Finder

e. Click the downloaded applet and click Open With.
   • Click Java Web Start (default)

f. Click the Open button in the pop-up warning
g. Click the Run button to begin the application.

h. Click the Select CD button to upload from a CD or external hard drive.

i. Choose the folder that contains your images and click open.

j. Images will now be available in the upload queue.
   - Click the Start Upload button to begin the upload process. This could take several minutes to complete
   - When the upload is complete, the section will be marked Done

k. Click the Yes button that when you are done uploading all of your images. Once the images are uploaded, you will return to this screen. If you need to upload more images, repeat the instructions in Step 4a; (Safari) otherwise, click the Submit button to complete.

Proceed to Step 5 located on page 5 of this guide.