

Document Upload Instruction Guide

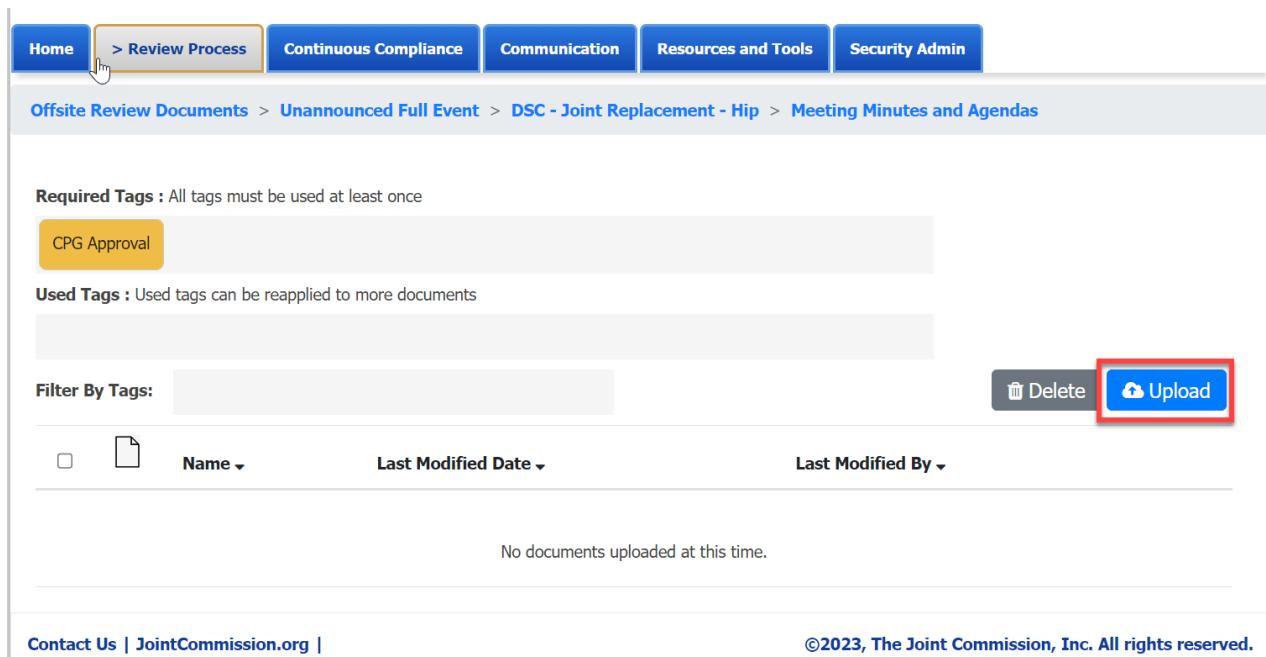
The “What’s Due” section on the *Joint Commission Connect* extranet site will prompt the document upload and will remain there until all required documents are uploaded.

The “What’s Due” section will populate 60 days before the program’s due date and all documents will be due at 45 days before the program’s due date so that all the documents are uploaded as the review window opens (the three-month time frame in which an organization can have its review).

Please review the “Security Admin” tab on an organization’s *Joint Commission Connect*® extranet site. Users who will be uploading documents for any certification programs should have their security rights changed to “full.” “View Only” access allows users to only view the documents. These users will not have the ability to upload or delete documents. User with “None” access will not be able to open the Document Upload portal.

Note: If needed, documents may be updated during the review window.

Users can upload documents by selecting the “Upload” option illustrated below.



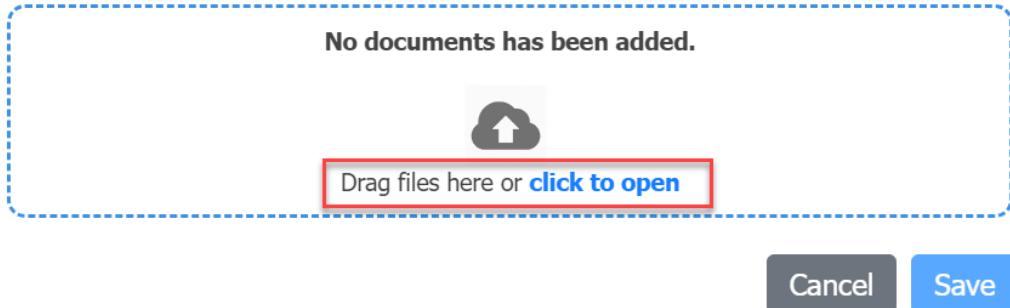
The screenshot shows a navigation bar with tabs: Home, Review Process (highlighted with a mouse cursor), Continuous Compliance, Communication, Resources and Tools, and Security Admin. Below the navigation bar, the breadcrumb trail reads: Offsite Review Documents > Unannounced Full Event > DSC - Joint Replacement - Hip > Meeting Minutes and Agendas. A section titled 'Required Tags' shows a single tag: CPG Approval. A section titled 'Used Tags' shows a list of tags. Below these sections is a 'Filter By Tags:' input field with a 'Delete' button and an 'Upload' button (which is highlighted with a red box). At the bottom, there is a message: 'No documents uploaded at this time.' The footer contains links to 'Contact Us' and 'JointCommission.org' on the left, and a copyright notice '©2023, The Joint Commission, Inc. All rights reserved.' on the right.

Users will then upload documents by dragging them from their device or selecting “click to open.”

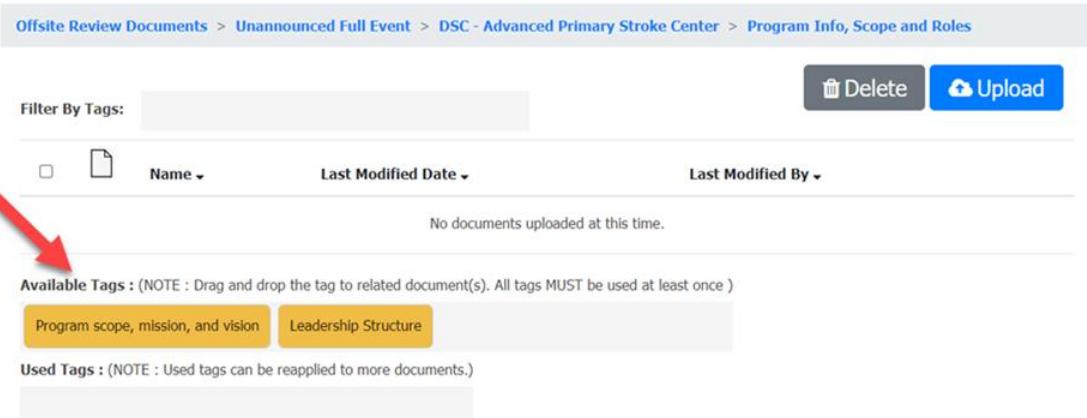
Upload new documents



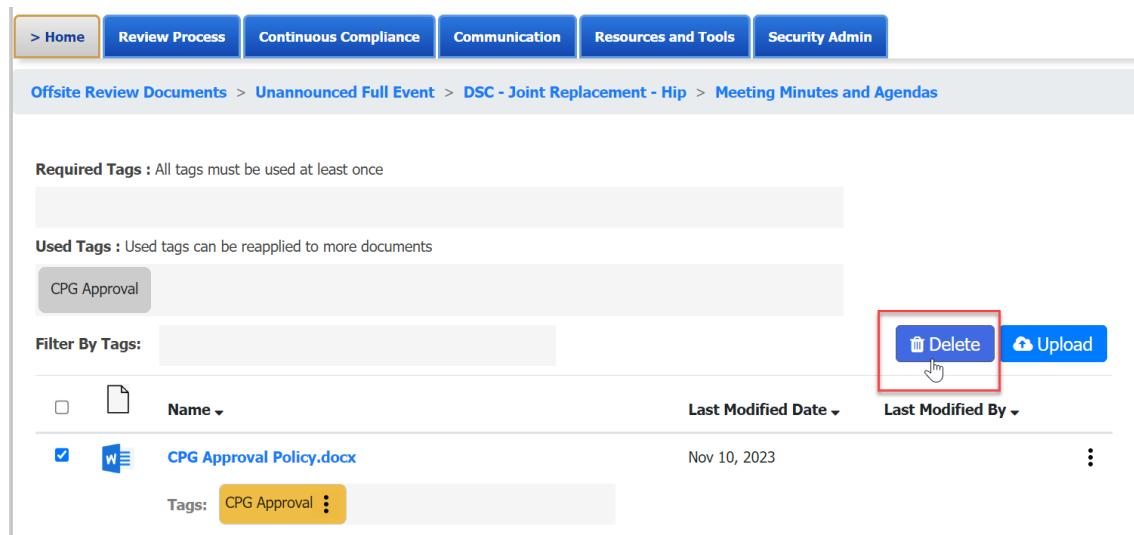
Only pdf, docx, pptx, xlsx, txt formats are supported with max size of 10MB for each document.



Users then must tag each file (see the following image for an example). When all the tags have been assigned to a document and the documents have been uploaded, the system will recognize that the required document uploading has been completed.



Users can also delete documents, by selecting the checkbox next to the document and then selecting “Delete” – as illustrated below.



For any questions regarding this process, please contact your account executive.

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