



## The Paley Institute - Imaging Upload Instructions

**Have questions or need help?**

**Contact mymedicalimages Support**

**email – [support@mymedicalimages.com](mailto:support@mymedicalimages.com), chat – [mymedicalimages.com](https://mymedicalimages.com)**

**call 1-800-203-4771**

Please use the following steps to submit medical images to The Paley Institute using [mymedicalimages.com](https://mymedicalimages.com). Medical images from imaging centers are usually provided to you on a CD. If you have a computer with a CD drive, you can send your images from home using Chrome or Safari.

Once you are ready to upload your images, email the **Academic Coordinator** at [mmi@paleyinstitute.org](mailto:mmi@paleyinstitute.org) and let her know you are ready. She will send you an email from mymedicalimages with a free upload link. (Check your spam folder if the email seems delayed)

### Upload From Home with a CD drive

Open the email that was sent to you through mymedicalimages and select the “click Here” link. You will be presented with three options: Create Free Basic Account, Already have an account, or upload at CVS®.

Fill in your information to create a **Free Basic Account**, which will allow you to upload images into the Paley Institute account. This step is for the safety and security of your images and will not require any payment or fees.

After creating a new account, you will be prompted to “Choose a Source” for your medical images. When selecting images on a CD or in a folder, the entire CD or folder can be selected.

When the upload is complete, the images will be uploaded to your account and shared with us automatically. Please email us at [mmi@paleyinstitute.org](mailto:mmi@paleyinstitute.org) once the upload is complete.

If you do not have access to a computer, you may mail the CD/DVD or USB disc with the medical images to the following address. This procedure may take up to 10 days for us to receive and process. We strongly recommend getting a tracking number.

### The Paley Institute

**Attn: Academic Coordinator / (Name of Physician)**

**901 45th Street, Kimmel Building, West Palm Beach, FL 33407**

If you would like to upload additional images into your new account to manage and share your medical images, information on how to upgrade your basic account can be found on [mymedicalimages.com](https://mymedicalimages.com)

**If you have any questions, please call 1-800-203-4771 for 24/7 live support**