Using Image Sharing Portal for PAREXEL Clinical Trials
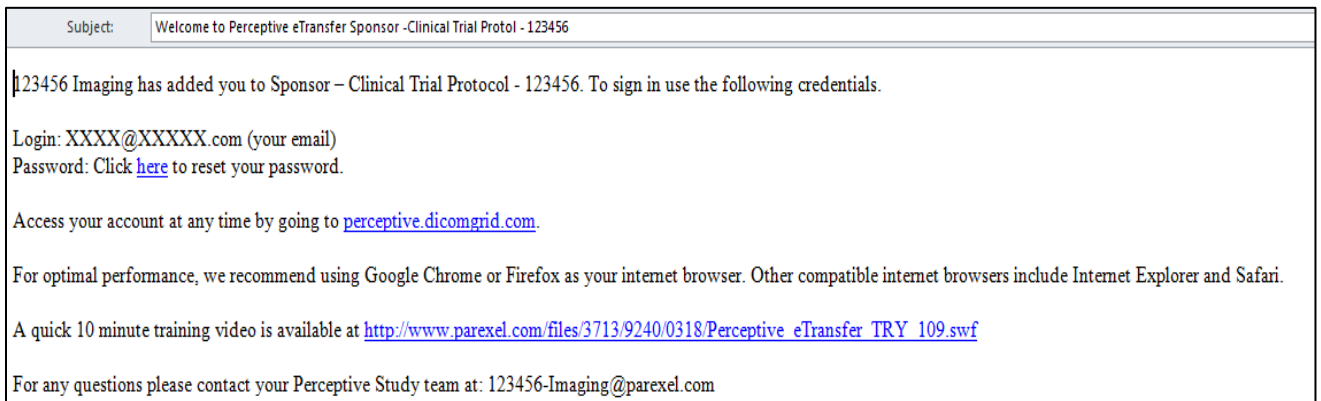
1. Image Sharing Portal emails
   a. **For New Users** – You will receive an email with the subject line **Welcome to Perceptive eTransfer Sponsor Name – Clinical Trial Protocol**
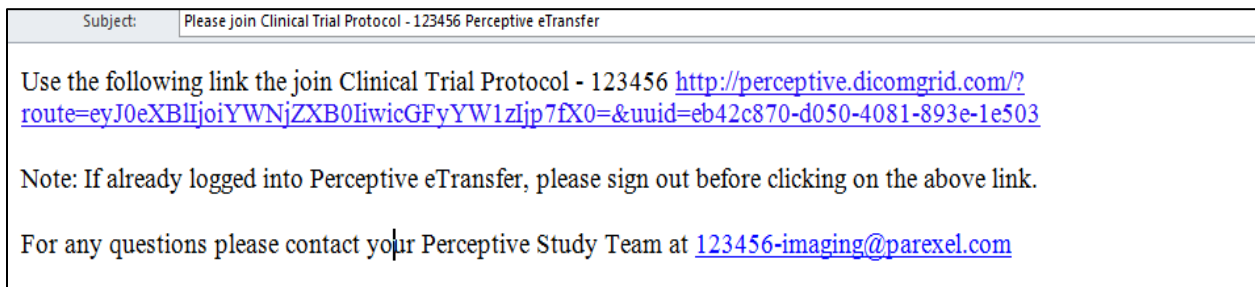   Note - the Sponsor and Clinical Trial Protocol will be different for each study
      i. Your user name and ability to reset your password has been provided in this email.

Subject: Welcome to Perceptive eTransfer Sponsor -Clinical Trial Protol - 123456

123456 Imaging has added you to Sponsor – Clinical Trial Protocol - 123456. To sign in use the following credentials.

Login: XXXX@XXXXX.com (your email)
Password: Click here to reset your password.

Access your account at any time by going to perceptive.dicomgrid.com.

For optimal performance, we recommend using Google Chrome or Firefox as your internet browser. Other compatible internet browsers include Internet Explorer and Safari.

A quick 10 minute training video is available at http://www.parexel.com/files/3713/9240/0318/Perceptive_eTransfer_TRY_109.swf

For any questions please contact your Perceptive Study team at: 123456-Imaging@parexel.com

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   b. **For Existing Users** – You will receive and email with the subject line **Please Join Sponsor Name and – Clinical Trial Protocol – Perceptive eTransfer**
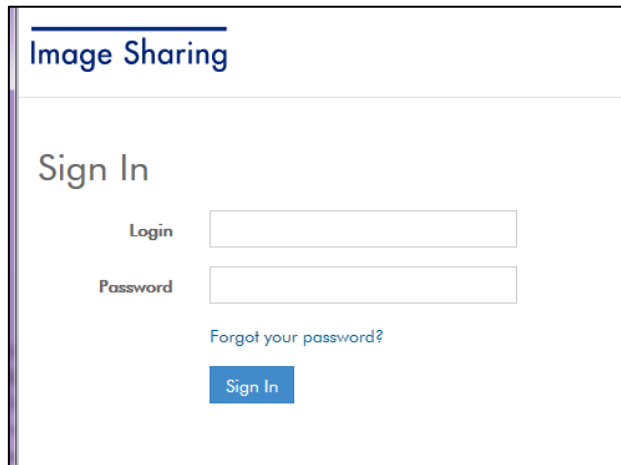   Note – the Clinical Trial Protocol name will be different for each study.
      i. You **must click the link** contained in the email to accept the invitation to join before you will be able to view the new study in the Image Sharing Portal

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Subject: Please join Clinical Trial Protocol - 123456 Perceptive eTransfer

Use the following link the join Clinical Trial Protocol - 123456 http://perceptive.dicomgrid.com/?route=eyJ0eXBlIjoiYWNjZXB0IiwicGFyYW1zIjp7fX0=&uuid=eb42c870-d050-4081-893e-1e503

Note: If already logged into Perceptive eTransfer, please sign out before clicking on the above link.

For any questions please contact your Perceptive Study Team at 123456-imaging@parexel.com

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      ii. *If you already have an Image Sharing Portal account and are logged onto the website*. Do the following:
         1. Log out of the Image Sharing Portal
         2. Click the link in the email to join the new Clinical Trial
         3. Log back into the Image Sharing Portal

2. Sign into the Image Sharing Portal by going to https://parexel.ambrahealth.com/index.html
   PLEASE NOTE: for optimal performance, we recommend the use of Google Chrome or Firefox as your internet browser when accessing PAREXEL's Image Sharing Portal
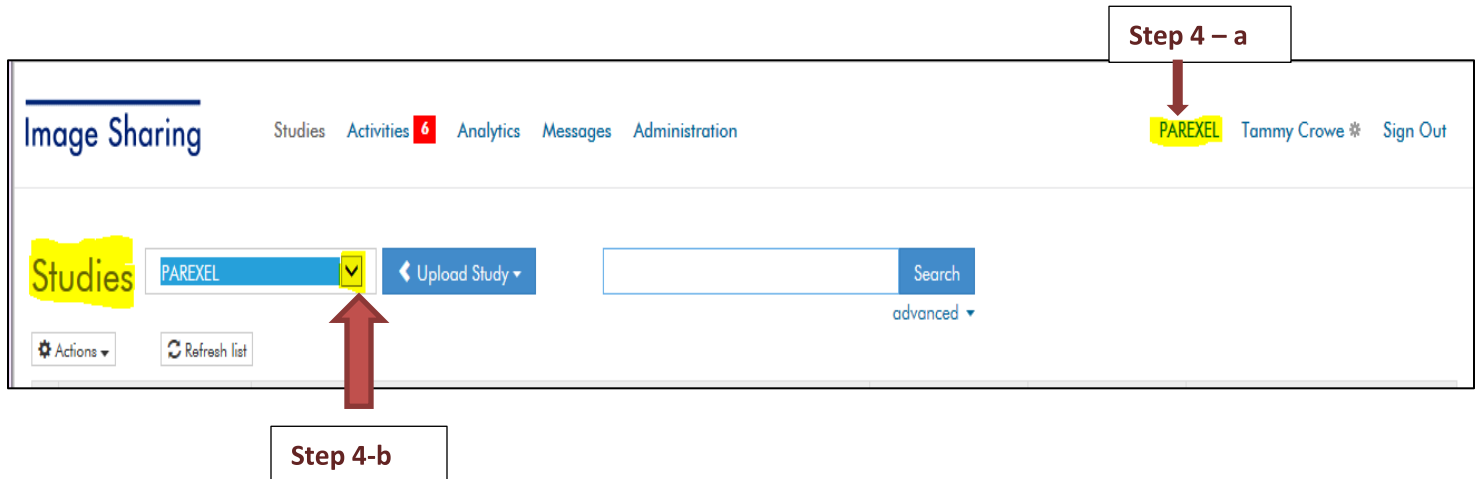
   Image Sharing

   Sign In

   | Login | |
   | Password | |

   Forgot your password?

   Sign In

3. Use the user name and password provided in an email by the PAREXEL study team. For Example:

   Login: Is your email address
   Password: welcome12 *(if you are already a site using e-transfer please use your current credentials)*

4. Once logged into the Image Sharing Portal do the following steps:
   a. Select the study in the upper right-hand corner by your name and the sign out button
   b. Use the **down-arrow** to the right of the **STUDIES** to select the correct study and site number for the image upload. – **Click –Upload Study** and then **Upload Studies**

   Step 4 – a

   Image Sharing   Studies   Activities **6**   Analytics   Messages   Administration   **PAREXEL**   Tammy Crowe ✳   Sign Out

   Studies   PAREXEL ⌄   ‹ Upload Study ▾   Search
                                                        advanced ▾

   ⚙ Actions ▾   ↻ Refresh list

   Step 4-b

5. **Click Browse…** to select the files that you would like to upload

Insert your medical images CD into your computer now.

Upload Studies to Demo

Choose files to be scanned and verified

☐ Select files for DICOM wrapping (Ctrl+click to select multiple)

Browse...

6. **Password Reset** – If you need your password reset for PAREXEL's Image Sharing Portal please contact the following:
   a. **Ambra Health Technical Support**
      i. Email – support@ambrahealth.com
      ii. Phone - (888) 315-0790 or (321) 339-5348 (any time)