

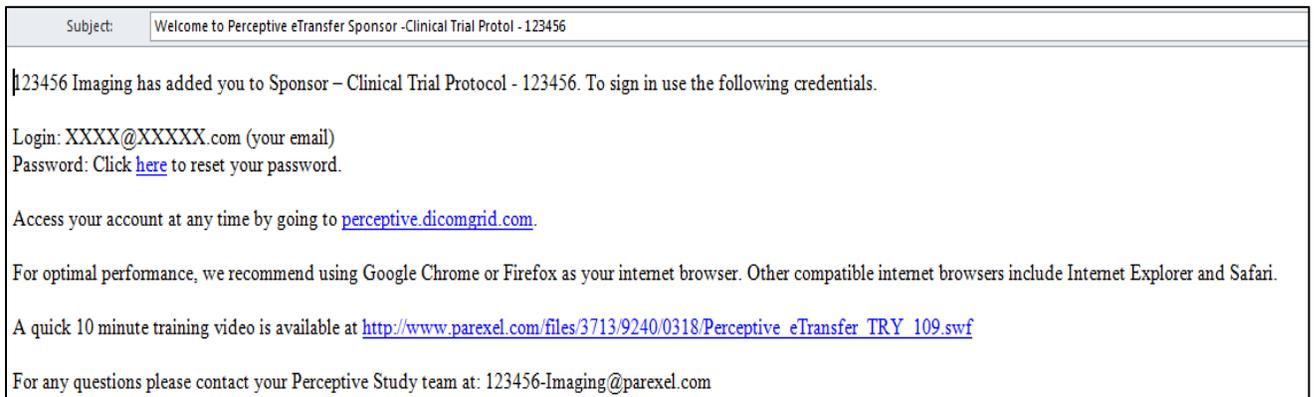
# Using Image Sharing Portal for PAREXEL Clinical Trials

## 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

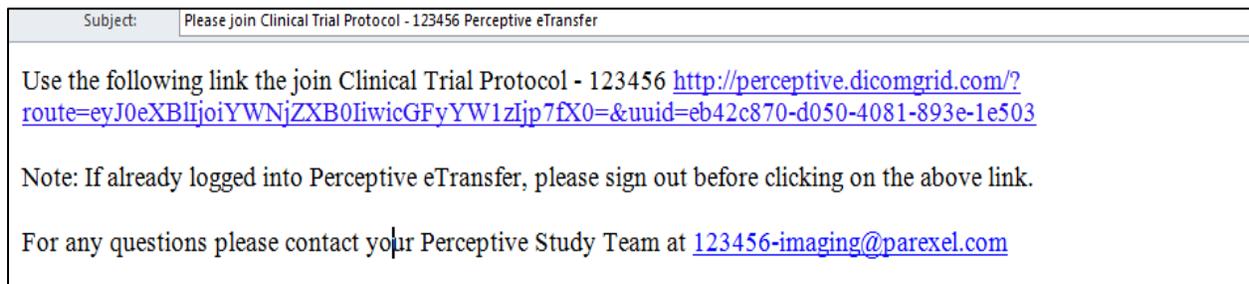
- i. Your user name and ability to reset your password has been provided in this email.



- b. **For Existing Users** – You will receive an 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.

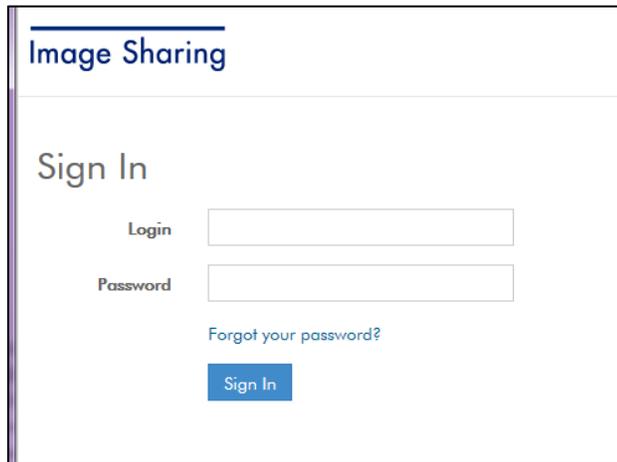
- i. You **must click the link** contained in the email to accept the invitation to join before you will be able to view the new study in the Image Sharing Portal



- 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**



The screenshot shows the 'Image Sharing' portal's 'Sign In' page. It features a header with the 'Image Sharing' logo. Below the header, the text 'Sign In' is displayed. There are two input fields: 'Login' and 'Password'. A link for 'Forgot your password?' is located below the password field. A blue 'Sign In' button is positioned at the bottom of the form.

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:
- Select the study in the upper right-hand corner by your name and the sign out button
  - 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**



The screenshot shows the dashboard of the Image Sharing Portal. At the top right, the user's name 'Tammy Crowe' and a 'Sign Out' button are visible. A box labeled 'Step 4 - a' has a red arrow pointing to the 'PAREXEL' study name in the top right corner. In the middle left, there is a 'Studies' dropdown menu with 'PAREXEL' selected. A box labeled 'Step 4-b' has a red arrow pointing to the dropdown arrow of the 'Studies' menu. To the right of the 'Studies' menu is an 'Upload Study' button. Below the 'Studies' menu are 'Actions' and 'Refresh list' buttons. A search bar with a 'Search' button and an 'advanced' dropdown is also present.

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)

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](mailto:support@ambrahealth.com)
    - ii. Phone - (888) 315-0790 or (321) 339-5348 (any time)