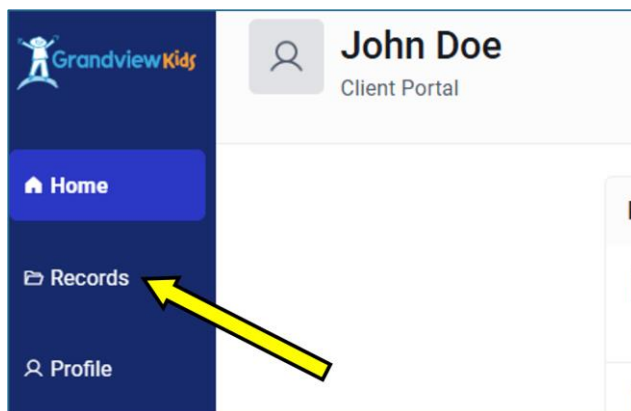


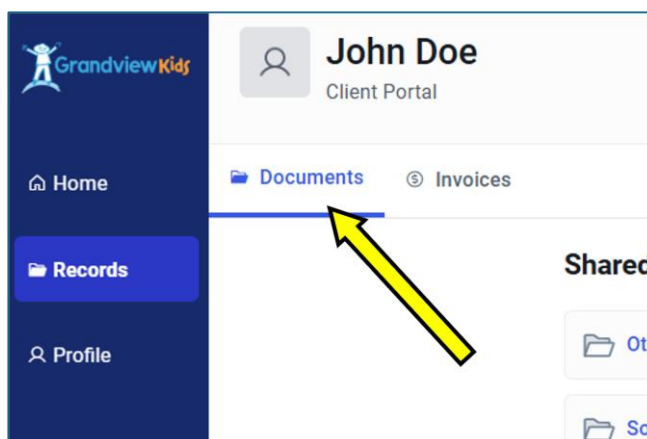
How to view uploaded Purchased Services documents in the Client and Family Portal

Follow the step-by-step instructions below to learn how to view a file shared with your Client and Family Portal (Portal) account (e.g., agreements and statements)

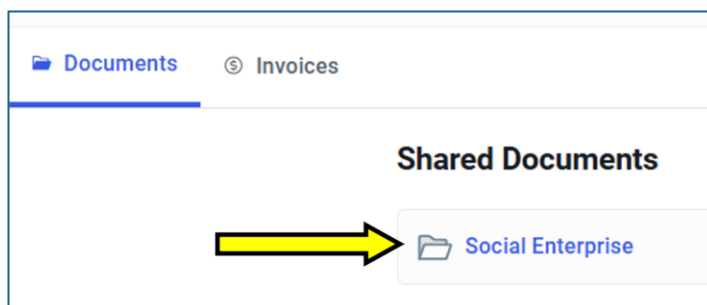
1. After logging into Portal, click on the **Records** tab.



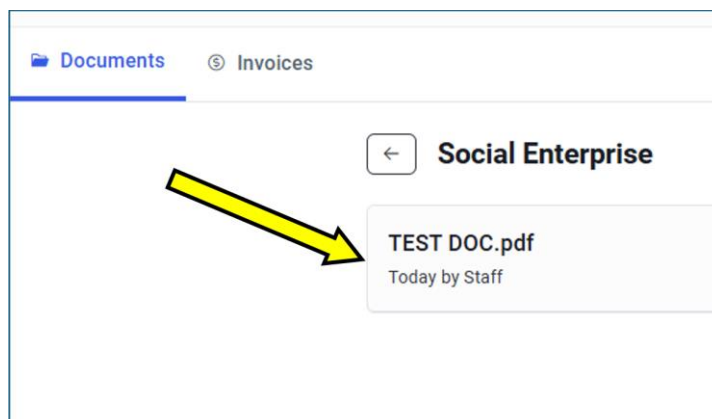
2. Click **Documents**.



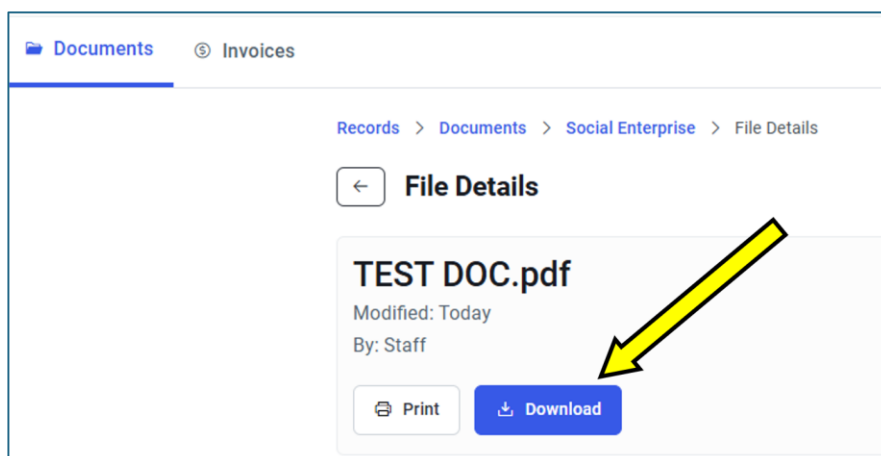
3. Click on the **Social Enterprise** folder.



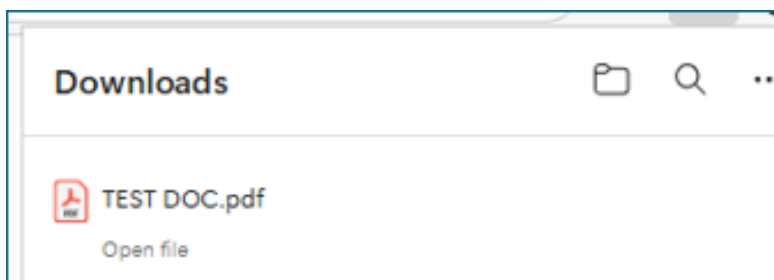
4. Click on the file you want to view.



5. Click **Download**.



6. View the file in your web browser's Downloads menu.



Questions?

If you need help, please email PurchasedServices@grandviewkids.ca.