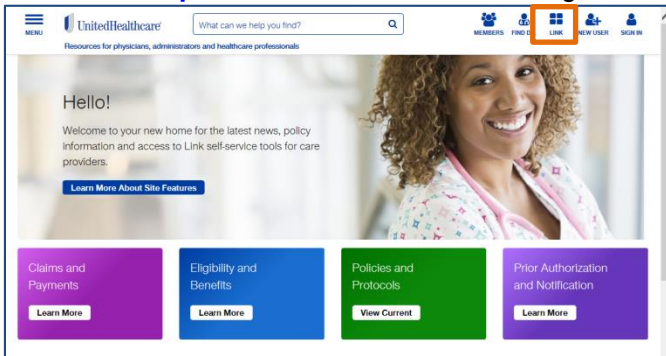


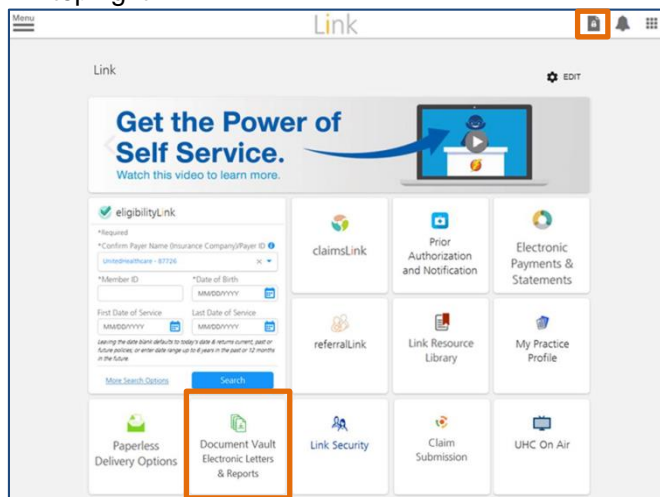
Document Vault allows Link users to leverage storage best practices and a simple user interface to make it easy to centrally access their secure reports and documents from within Link

Get Started

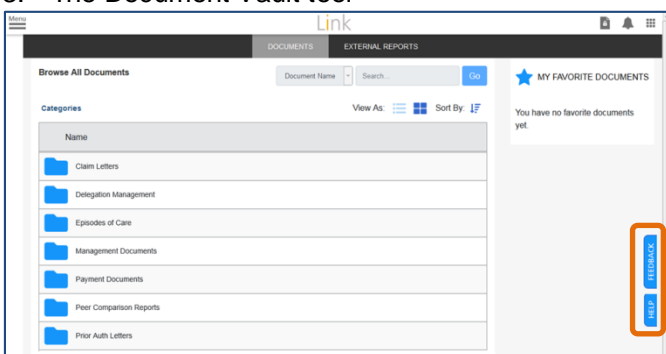
1. From UHCprovider.com, click **Link** and sign in



2. Select the **Document Vault** tile or the symbol, at the top right



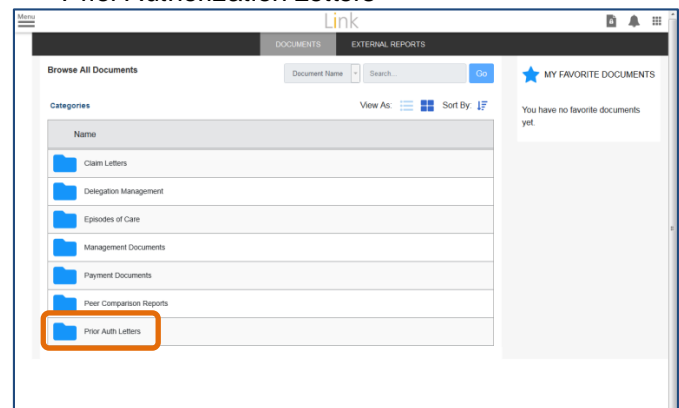
3. The Document Vault tool



Note: Provide **Feedback** or go to the **Help Resources** by selecting the buttons on the right

Locate a Document

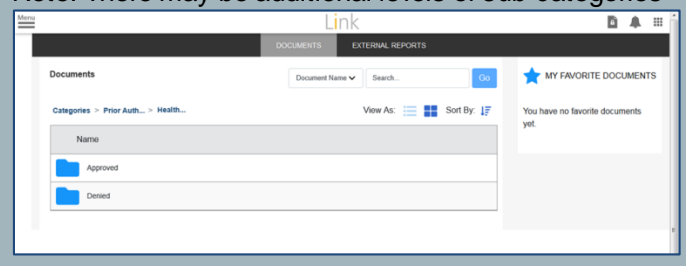
1. Open a category by clicking on the title, for example **Prior Authorization Letters**



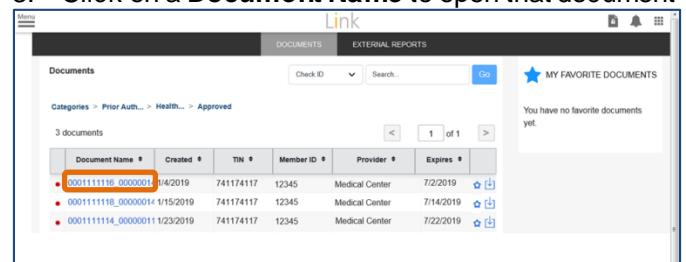
2. Select a sub-category to reveal specific documents



Note: There may be additional levels of sub-categories

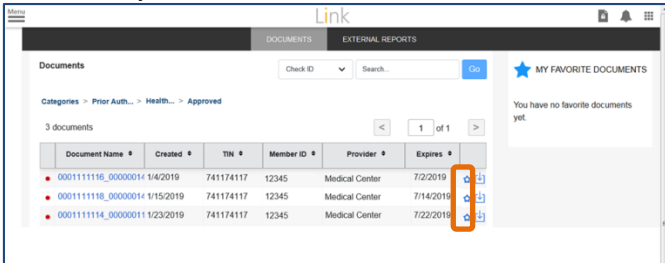


3. Click on a **Document Name** to open that document

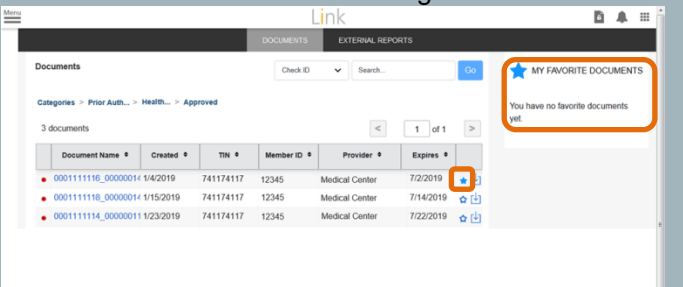


Identify Favorites

1. Click on the star to make it a favorite, enabling you to easily return to that item later

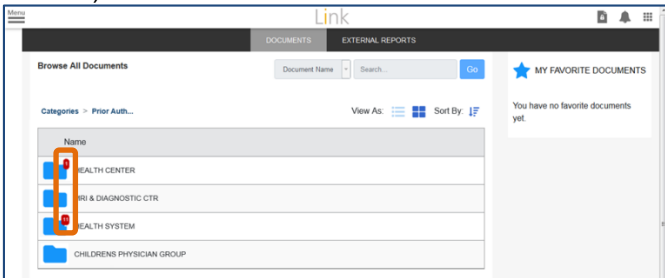


Note the indicators when something is made a favorite

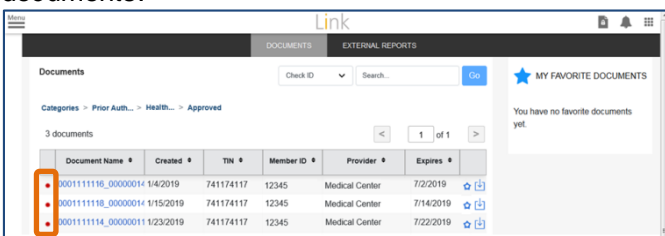


Unopened Documents

Red icons on sub-folders indicate the number of unopened documents in that folder (If more than 999, you would roll over the red icon to reveal the actual number)

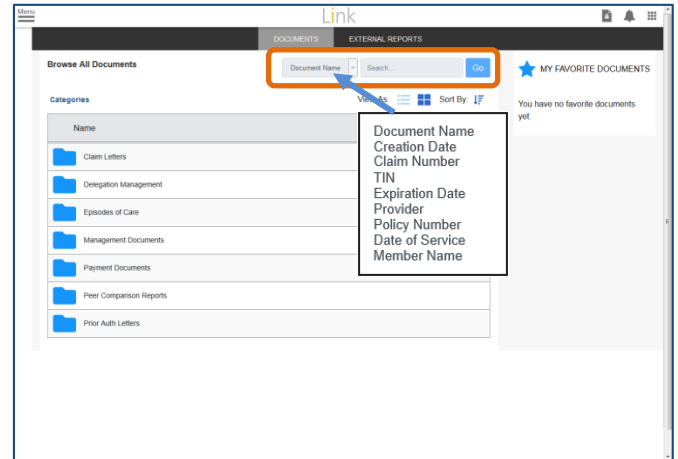


Those are also reflected by red dots at the individual documents.

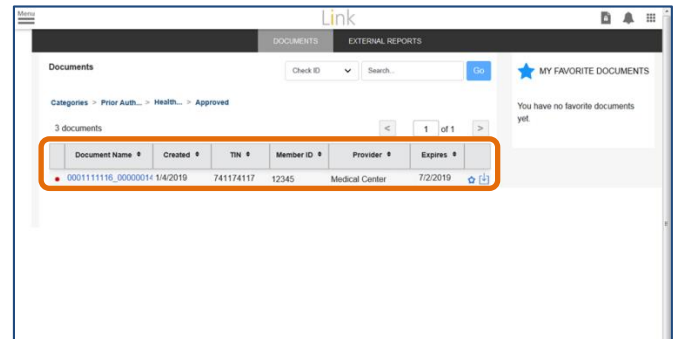


Search Function

1. Choose a Search method from the pull-down menu
2. Enter the appropriate information for that search
3. Click Go



4. From the results, you can open the document by clicking on the name or make it a favorite by clicking on the star



Additional Help Resources are available at the **Link Resource Library** and **UHC on Air**

