

## Instructions for Finding Your Referral in the PCA Portal

Listed below are step-by-step instructions on how to locate your referral in the Portal.

1. Start on the [Home Page](#) tab.
2. Look in the Messages Box toward the bottom of the page
3. "[Click Here](#)" to view your Medical Documents in the 2<sup>nd</sup> row of the Messages Box
4. Look in the Section entitled [MEDICAL DOCUMENTS](#) (Blue Header on the bottom, left side of page). You will find your referral here.
5. Click on the word [REFERRAL](#). Your referral is a .pdf file. Click on your referral to download this file. Every web browser (Chrome, Mozilla, Safari, Internet Explorer) shows your download in a different part of the browser screen. Once you have downloaded your referral, you will then be able to print your referral.

You will need to adobe reader in order to be able to read this file. Click on the link below to install adobe reader for free on your computer.



<http://get.adobe.com/reader/> - <http://get.adobe.com/reader/>

If you are unable to locate your referral, please contact our office at 708-484-0042.