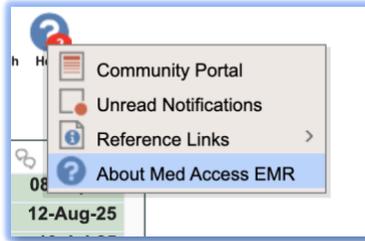# Importing eForms to MedAccess

Confirm version of MedAccess:

1. Right click on the icon on the top right of the home screen.
2. Select "About MedAccess EMR"

3. You will see a number with two decimals that starts with "5"

**Note: if the file you are trying to add doesn't import, its likely that the versions are different. This can be updated, contact Chelsey @ cmckinney@doctorsofbc.ca for support.

Downloading a file/template:

1. Save the file you want to upload to your computer (this should be a zip file)
2. Rename the file before you upload to whatever name you want to see it as in your EMR
3. Upload the document into MedAccess EMR by opening the templates tab on the top right of your MedAccess home screen. (If you do not see templates, ask your site administrator for support)

4. Click on the "Obs" tab and click on the option to "import". (If you do not see this option, you may not have access to import and will need to contact your site administrator)