

Uploading the PIP QI JSON File to your PHN

Practices who are only sharing the aggregated de-identified PIP QI data can upload the JSON file through the PHN portal. The URL for the PHN Portal will be different for each PHN, please contact your practice support team for advice on the correct URL.

Once you have loaded the portal, please enter your username and password - this will be provided by the PHN or Pen CS support.



Please note that you can't use an account that is associated with multiple practices for this process. If you are unsure if your account has access to more than one practice please contact our support team to confirm the type of your account.

Login

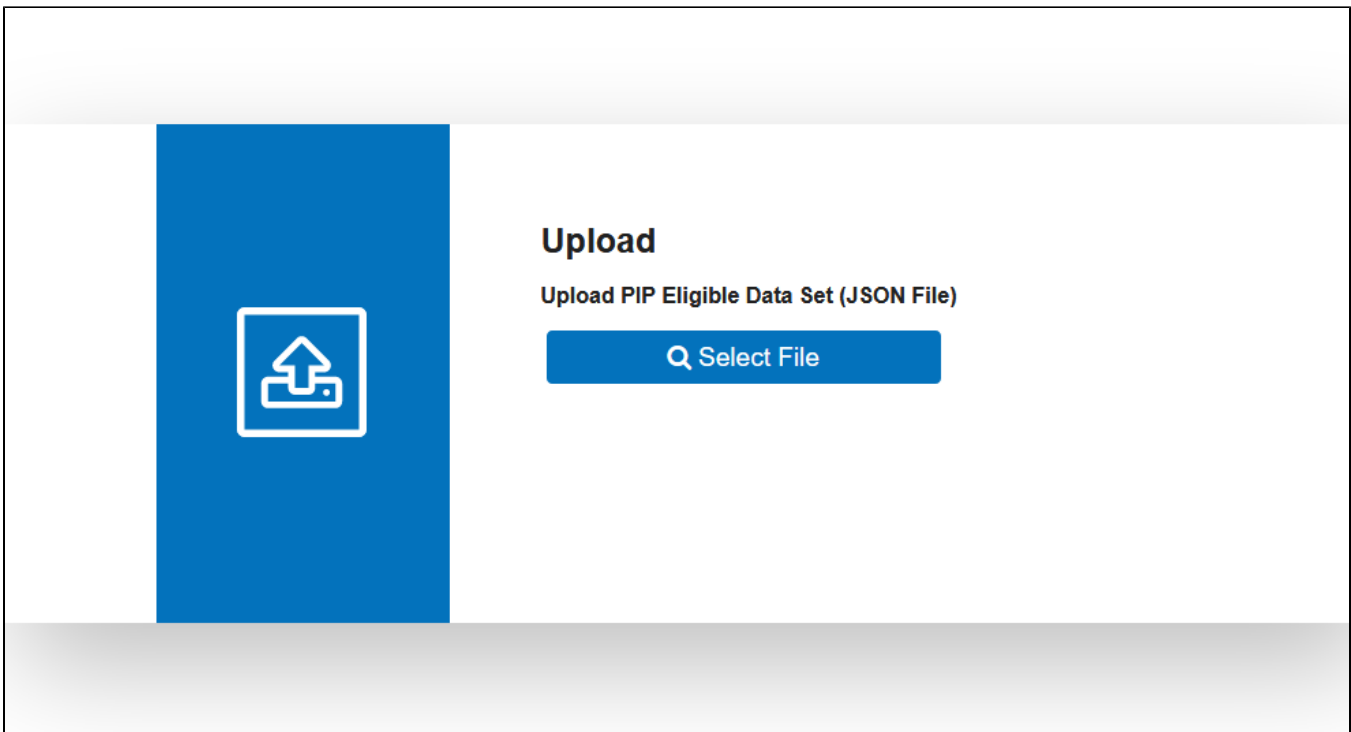
Username

Password

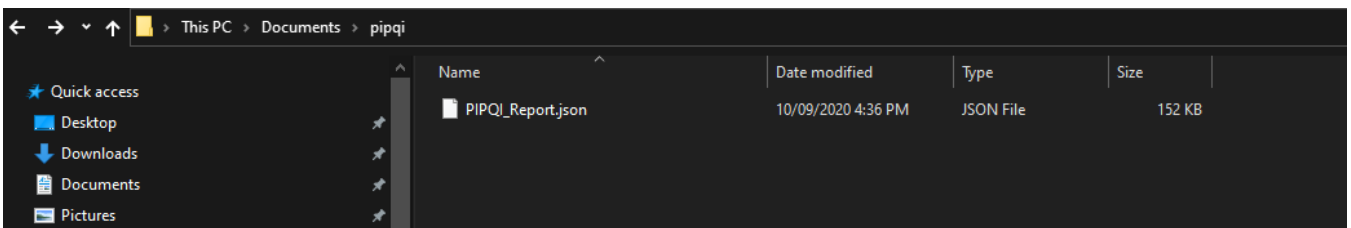
Login

[Create a new user](#) [Forgot Password?](#)

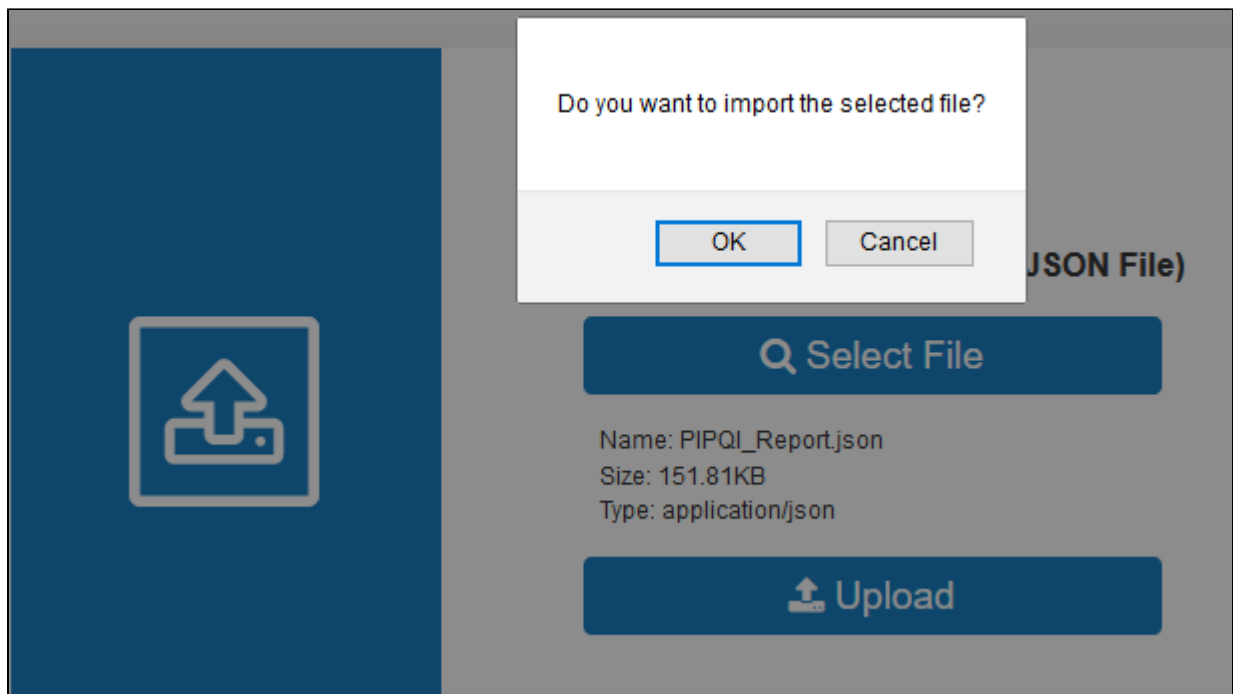
After successful log-on you will see an option to upload the PIP QI JSON file, click on 'Select File' to open your Windows Explorer and navigate to the JSON file.



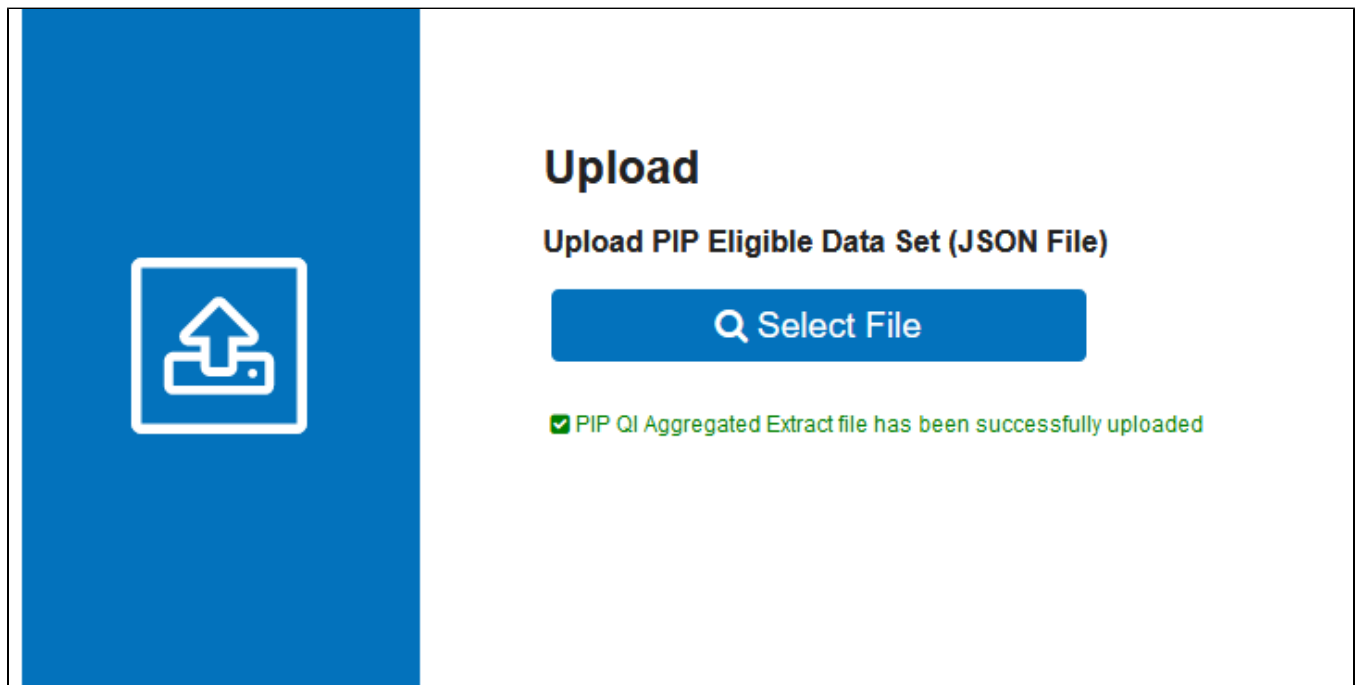
Remember where you saved the file when you created it and open that location, click on the file and then on 'Open'



Click on 'OK' to import the file.



As the JSON file is small, the upload will not take long. Once it is completed, you will see the following screen:



If you experience any errors when uploading, make sure you have selected the correct file. If you have verified that the correct file was used, please contact the Pen CS support team for further assistance.

