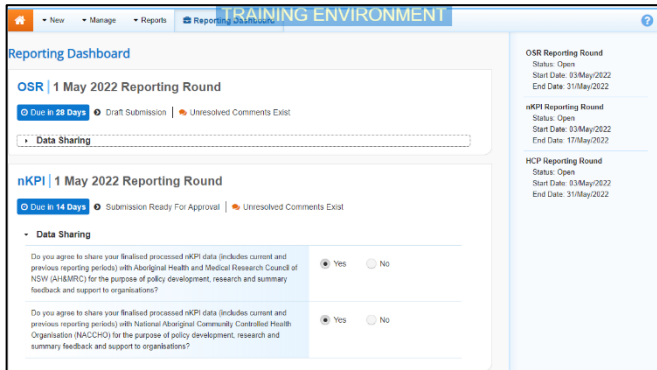




To print or save a PDF version of your HCP form in the Data Portal:

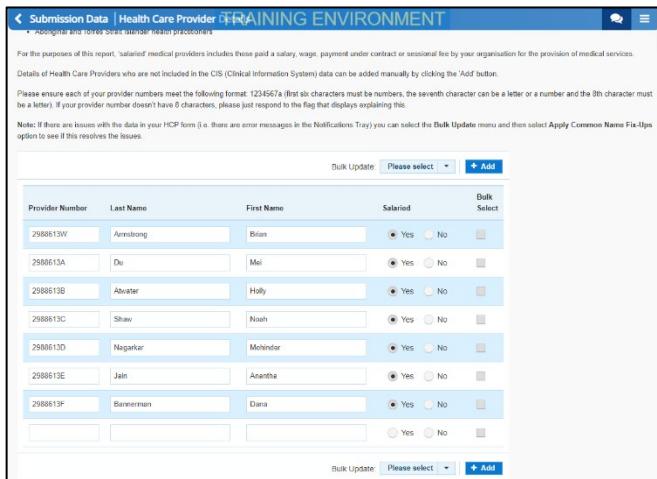
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

The Data Portal home screen will display.



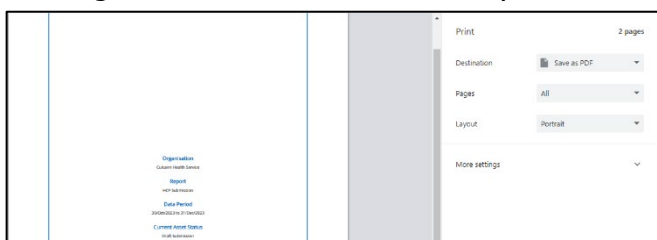
3. To open your HCP form, hover your mouse pointer to the right of the reporting round text for your HCP submission in the **Reporting Dashboard** and select

The HCP form will display.



4. To print or PDF the entire form, select

The Print dialog box will display, showing a preview of the form, with any comments now showing in the section of the form they relate to.



5. To continue, select the printer you wish to use.

To save the form as a PDF rather than print it, select the *Save as PDF* option, and then select the *Save* button and save the form to the desired location.

6. To print the form, select

Your form will now be printed at the selected printer.

Please note, the form will be long when printed in its entirety. You may wish to print individual sections where possible.