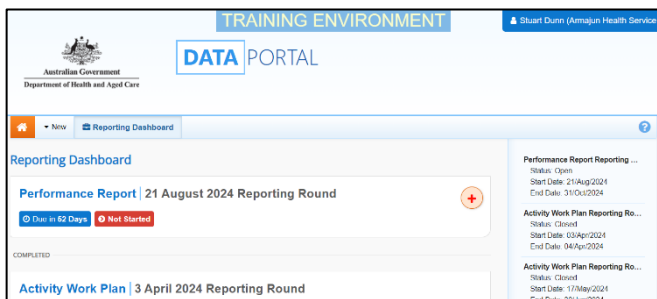


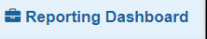


Before completing your 2024/25 IAHP PHC Performance Report in the Health Data Portal, you may choose to export a copy of your performance report from last year to use as a reference if needed.

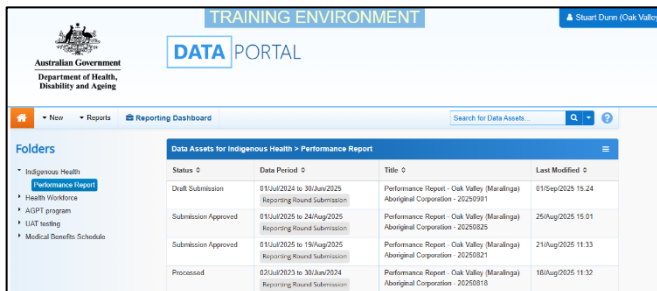
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\)](#) QRG.

The Data Portal home screen will display with the Reporting Dashboard open.




3. To find your processed IAHP PHC Performance Report from last year, select .

The Data Portal home screen will update to display the Data Assets table.

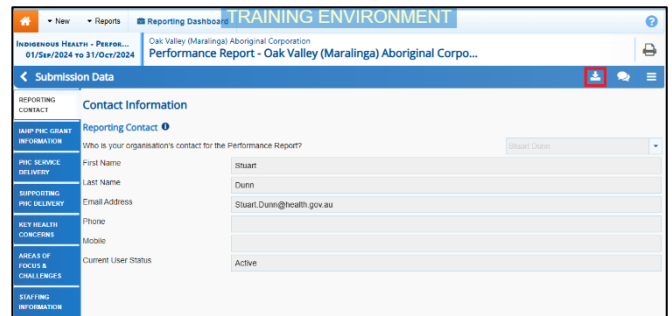



4. Ensure the **Performance Report** folder is selected on the left-hand side of the screen and then select your *Processed* Performance Report from 2023/24 from the Data Assets table on the right.

The Data Asset Details screen will display.

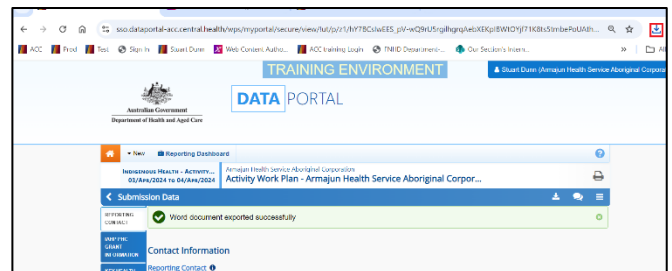
5. To open the form, select  at the top of the screen.

The IAHP PHC Performance Report form will display.




6. To export the Word version of the Performance Report, select  on the blue *Submission Data* bar.

The offline Word version of your 2023/24 Performance Report has now been sent to your browser Download tray, in the top right-hand corner of the screen.



7. To open the form, click on the **Download** tray and select the offline Word version of the Performance Report from the menu that displays.

The Word version of your completed 2023/24 IAHP PHC AWP will now display and can be saved and used as a reference for your *2024/25 IAHP PHC Performance Report* as needed.

 You don't need to export a version of your 2024/25 AWP when preparing to complete your 2024/25 Performance Report, as all the information from your AWP will be pulled into your Performance Report to be used as a reference or part of your response as needed.