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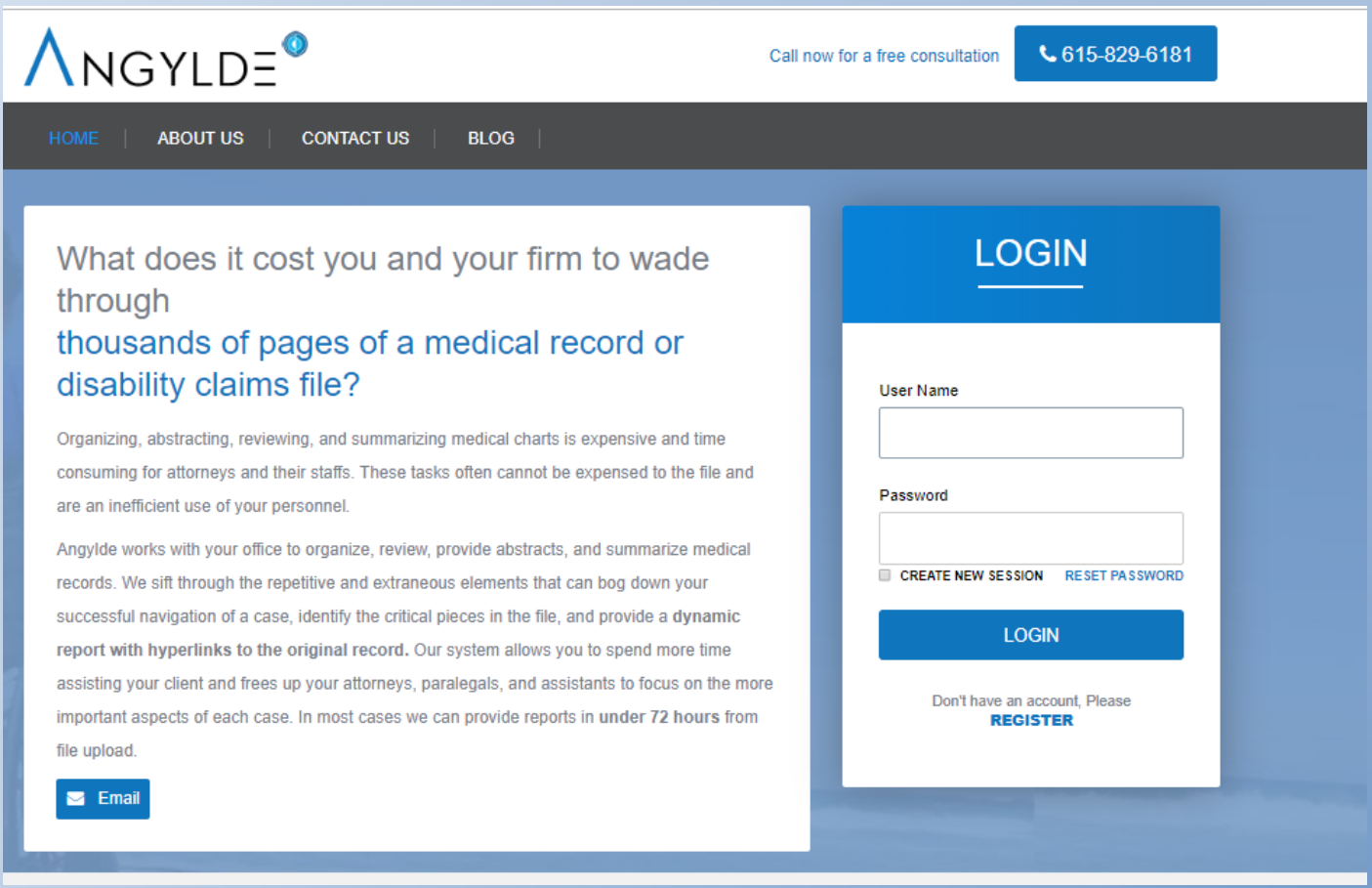
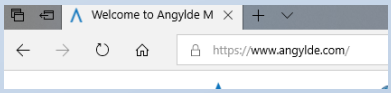
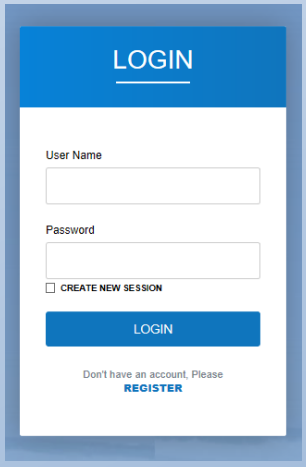


Login / Register:

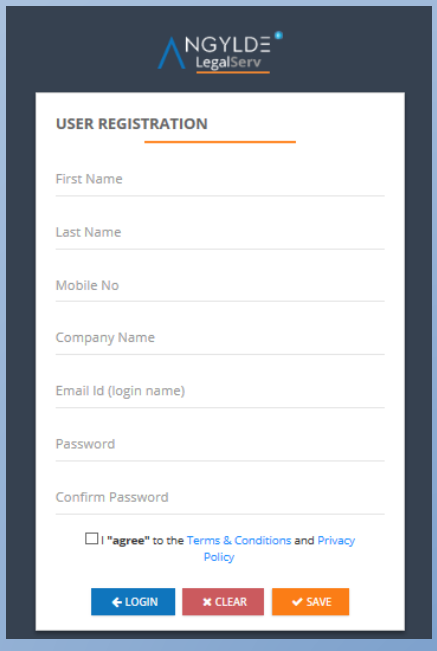
- *Visit https://www.angylde.com in your browser.*



- In the home page, provide your user ID/login password
- To register, click the **register button**. This will take you to the **registration page.**



- Provide the necessary details for registration
  a) "**First Name"**
  b) "Last Name"
  c) "Mobile no"
  d) "Company Name"
  e) "Email ID (Login name) - your login ID
  f) "Password"
  g) "Confirm password"
- Review "**Terms & conditions & Privacy** policy" then click "**agree".**
- Click "**Save/Register"** button to complete registration process

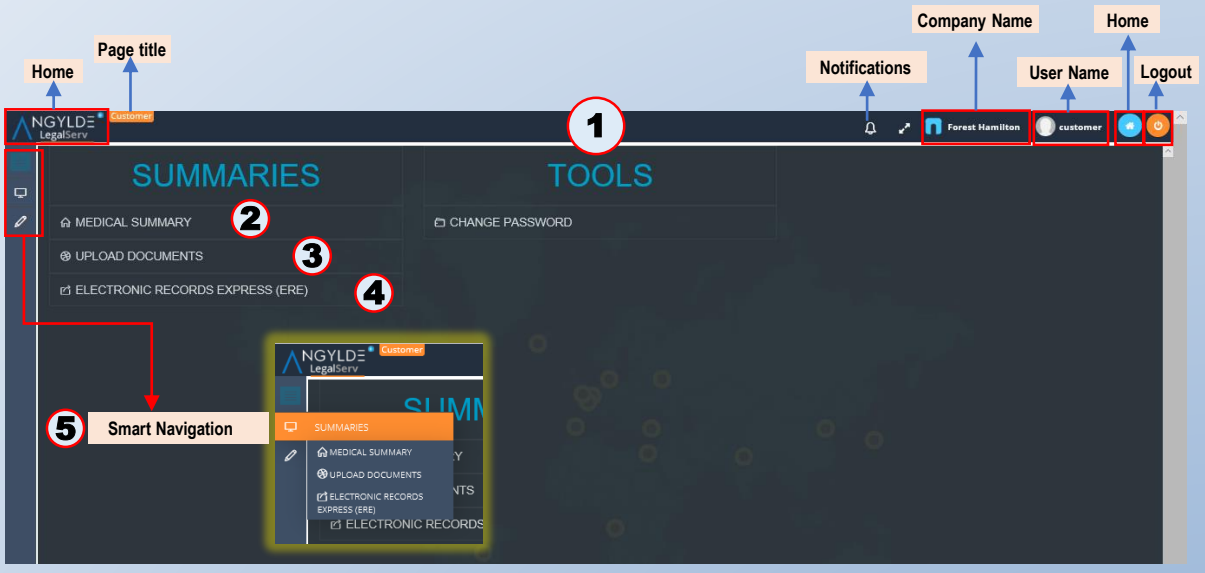


Home Screen

1. The welcome screen contains links to all the tools required for you to use Angylde services.

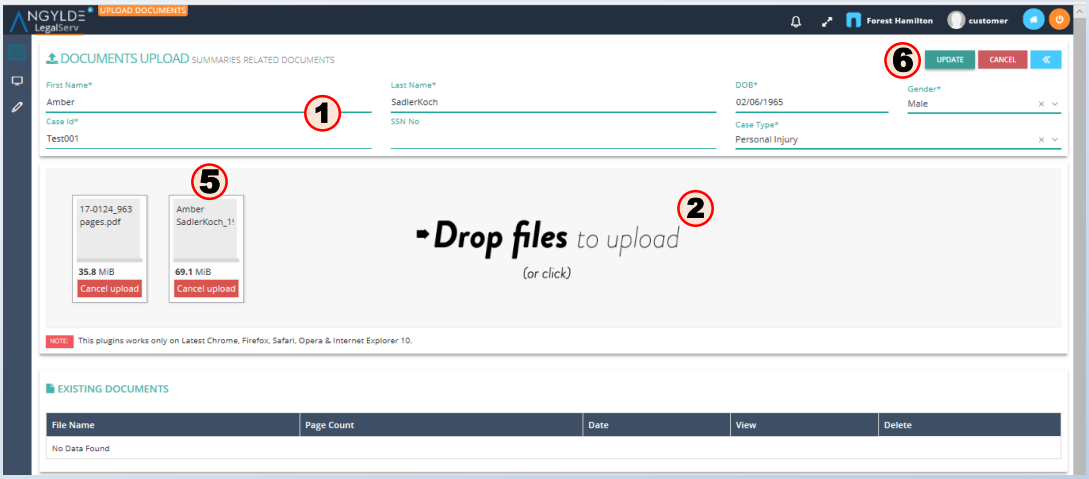
Summaries:

2. Medical Summary: Details about the uploaded file and the completed summaries.
3. Upload documents: To upload the documents.
4. ERE: To access Electronic records express.
5. Menu bar will be available to navigate to any required links.



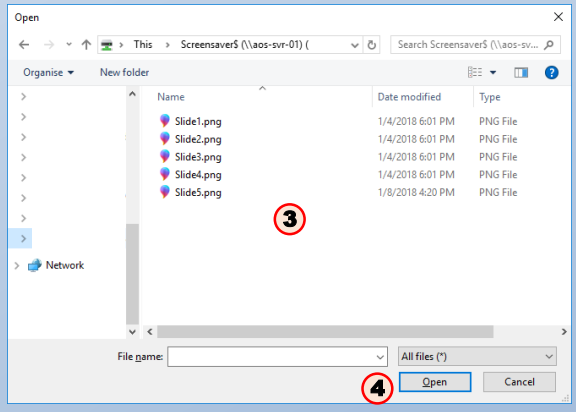
Documents upload

- Secure FTPS upload platform to help upload the necessary documents to be processed.

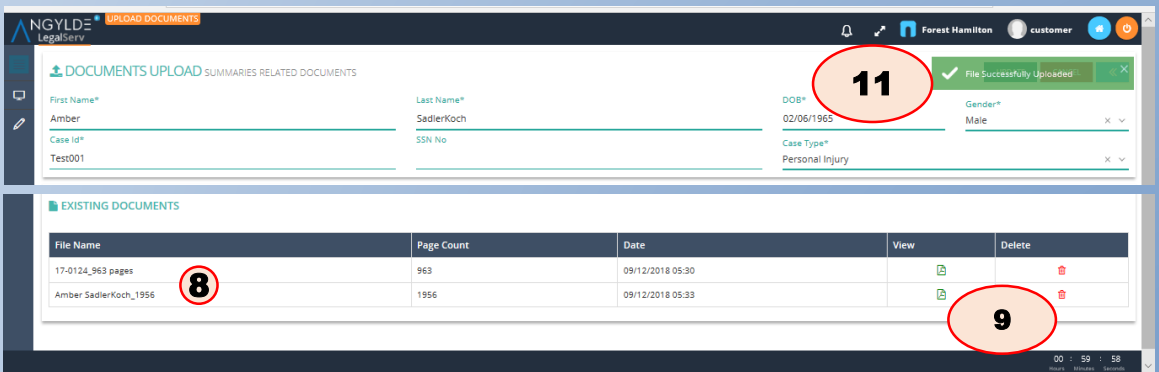


How to upload a document?

1. Fill in the client details requested
   a) "First name" (Mandatory)
   b) "Last name" (Mandatory)
   c) "DOB" (Mandatory)
   d) "Gender" (Mandatory)
   e) "Case ID" (Mandatory): An internal reference number for future reference.
   f) "Case type" (Mandatory)
   g) "SSN No" (Not-mandatory)

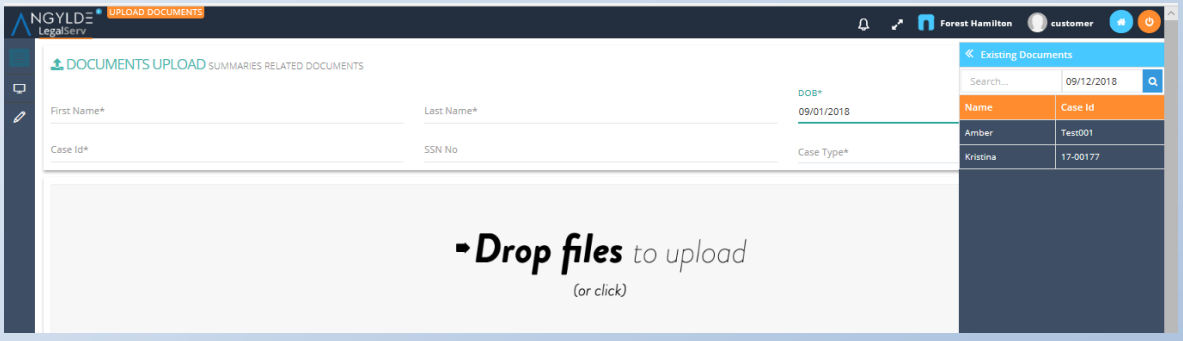


2. Then click on the "Drop files to upload".
3. This will open a file browser window, navigate to the required file to be upload.
4. After selecting the files to upload click the "open" button in file browser.
5. The files will be queued for upload in the Angylde upload window.
6. Click the "**Save/Update**" button on the top of the window to complete the upload.
7. Now the files will get uploaded.
8. Post the upload, the files can be viewed for cross checking.
9. To delete the files use the "Recycle bin" icon on the Right end.
10. Multiple files can be uploaded.
11. After upload is completed an alert message will be displayed on the top right corner.
12. Navigate to home screen using the home button.



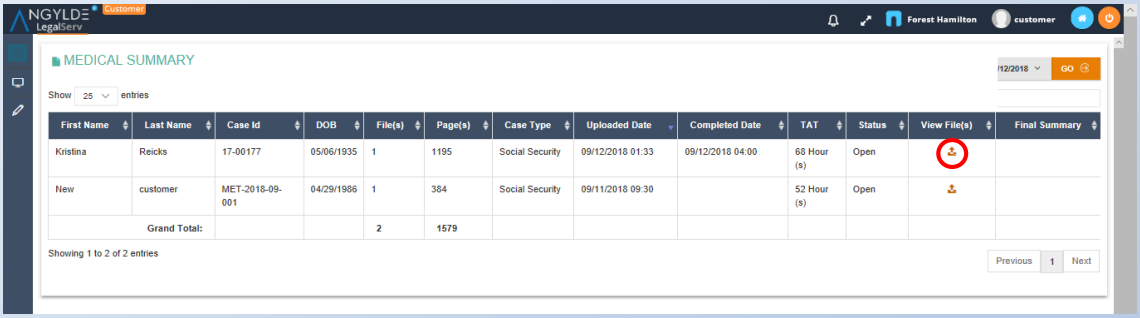
To upload an additional document to an existing case

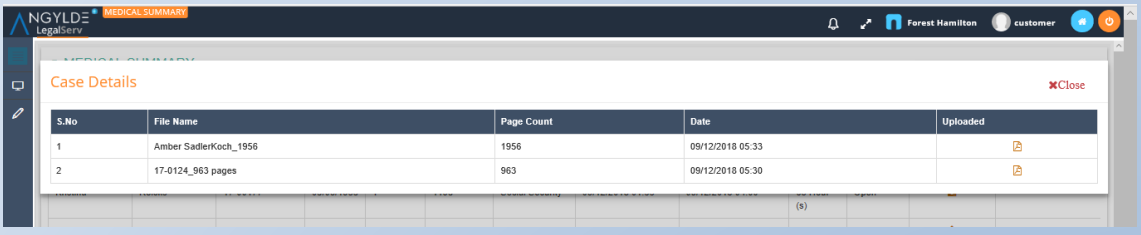
1. Click the blue arrow in the top right corner of the Angylde.
2. This will open a list of cases uploaded on that particular day.
3. Change the date to the upload date of the original file that needs to be updated.
4. Now the list of cases uploaded on that particular day will be displayed.
5. Select and click on the case that needs to be updated.
6. The selected case will appear on the upload platform.
7. Now an additional document by the same method as above can be added.

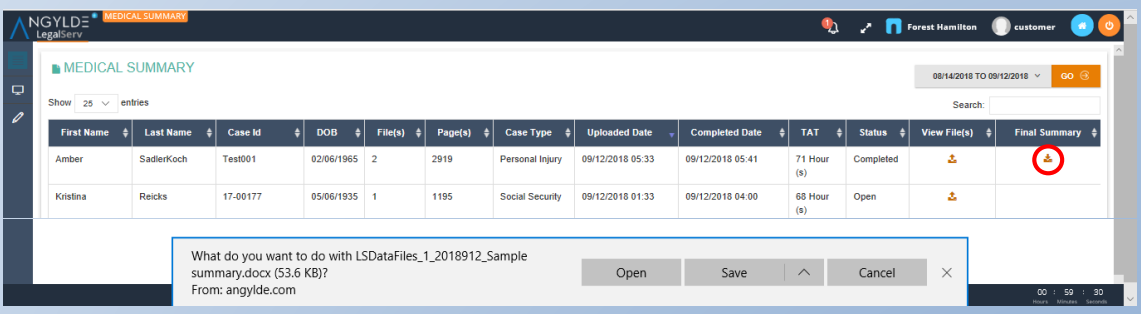


Medical Summary

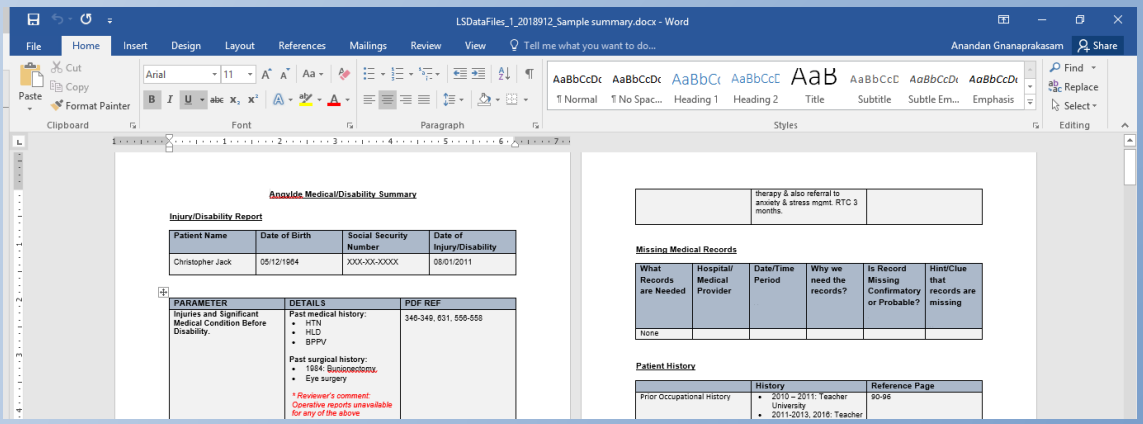
- This page contains the list of all the cases uploaded, sorted in reverse chronological order. Searchable by date range. Contains Details like demographics of the client,
- Number of files: Number of documents contained in the case.
- Pages: Total number pages of the case.
- Case type: Social security, Long term disability, etc,
- Uploaded date: File upload date with time
- Completed date: Final summary completed date & time.
- Turn around time: Tentative hours remaining for the case to be completed.
- Invoice: Download invoice for the selected the case.





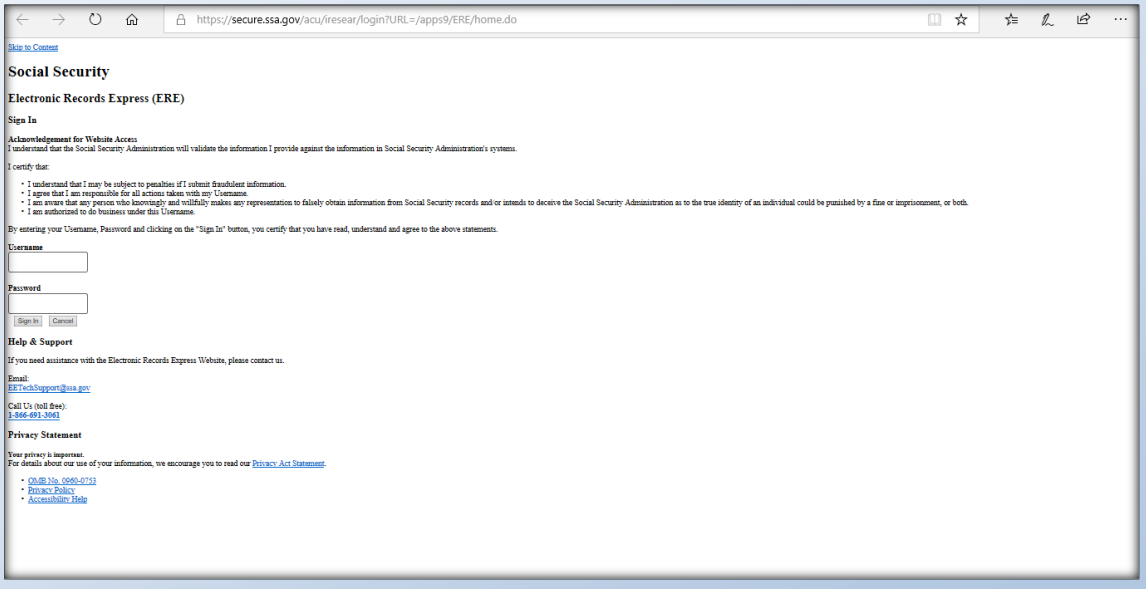


- Status: Current status of the case: “Open” when yet to be processed. “In-progress” while being processed. “Completed” when the case is ready for download.
- View file: To view the actual uploaded file (APS docs).
- Final summary: Completed doc file ready for download



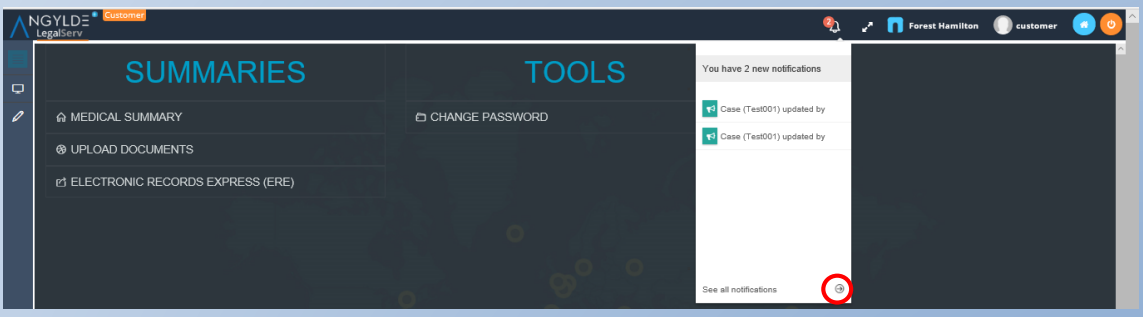
Electronic Records Express

- Enables browse and upload of documents from ERE website..
- The ERE button will be re-direct to the ERE site login page.

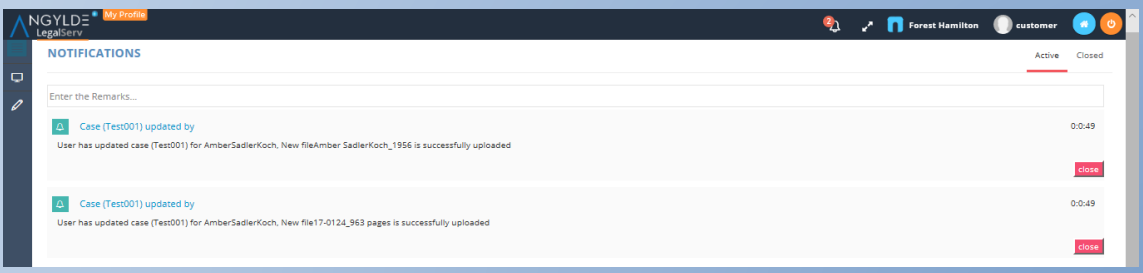


The Notification Alert

- Click notification icon, to see short notifications of files status & final summary upload details.

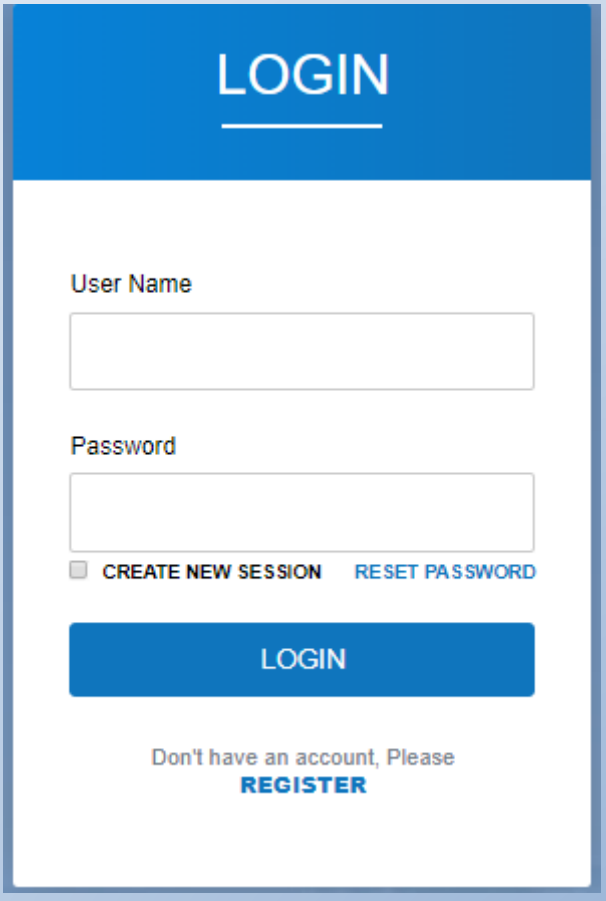


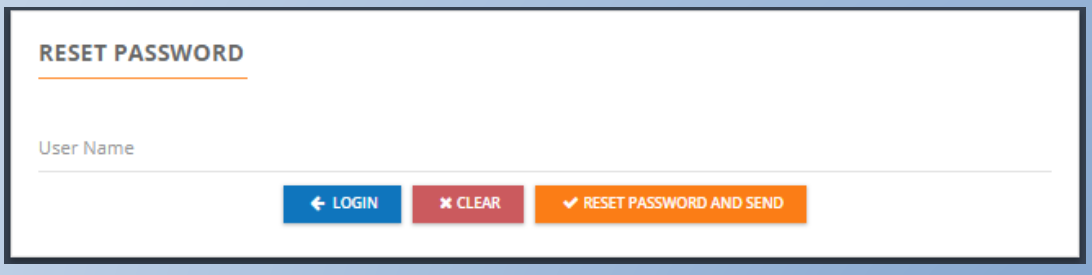
- Clicking on the “see all notifications” at the bottom to view detailed notifications.



Reset Password

- In the home page, click ‘Reset Password’
- Provide user name and click ‘Reset password and send’.
- New password will be sent to the registered mail.

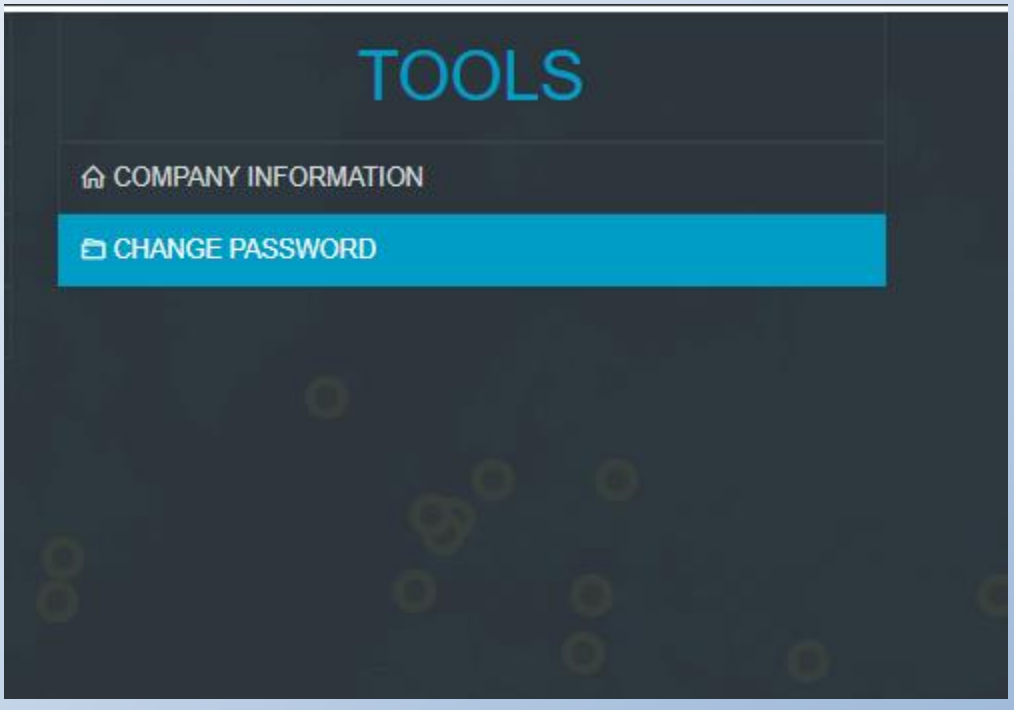


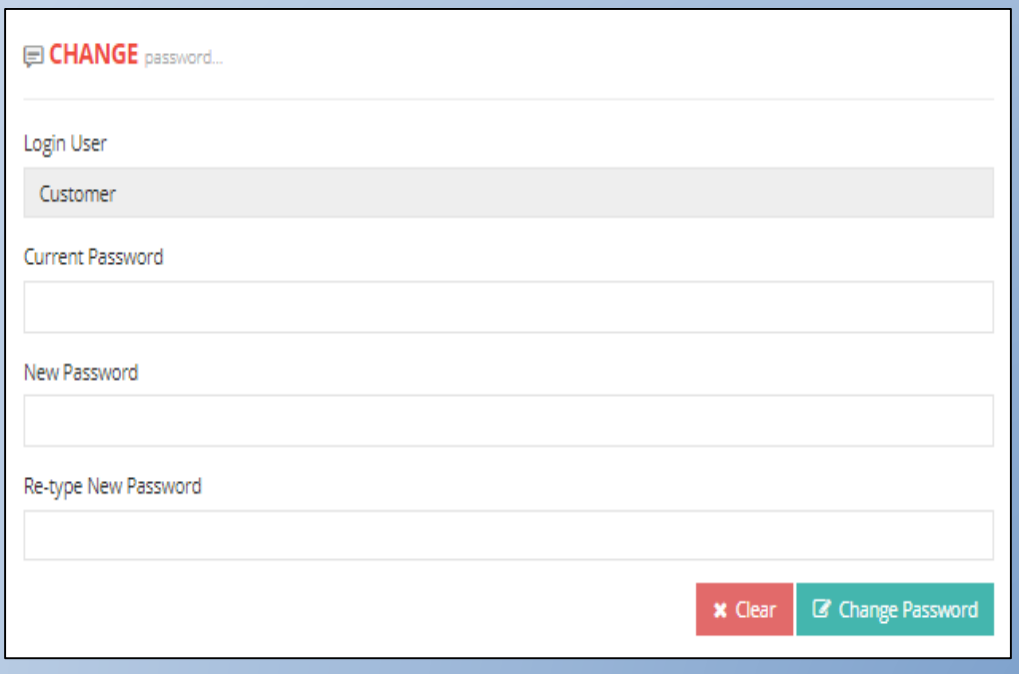


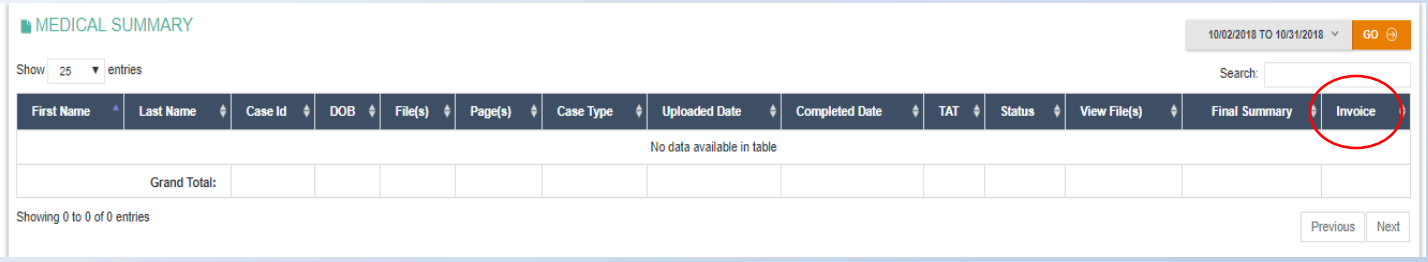
Change Password

Post registration password can be changed by providing the old password.

Tools → Change Password





Invoice

- Download invoice for the selected the case.