

# Division of Rehabilitation Services

## Confidential Information to DORS Portal: A Step-by-Step Guide for Screen Reader Users

### Basics:

- The “Confidential Information to DORS” portal is used to securely send your Personally Identifiable Information (PII) to DORS staff.
- Your DORS counselor or other DORS staff will email you the link to this web portal.
- There are a total of 6 pages. Please be sure you see the “Thank You” page (6th page) to ensure that your message and documents were sent. NOTE: You do not automatically receive an email confirmation after your message and documents are sent.
- Any question followed by an asterisk must be completed before proceeding to the next page.
- The following types of files can be uploaded: PDF, Microsoft Excel, Microsoft Word, and image files (such as .png, .gif, .jpg, .jpeg).

### Page 1 – “Welcome.”

- This is the first page of the portal, with general information.
- There is one area requiring your action.
- Hit the space bar to select the box next to the sentence “I consent to having my information collected and stored.”
- Tab twice to “next” button. Hit “enter” key.

### Page 2 – Information Page: Who are you, and to whom are you sending these documents?

- There are 6 items on this page to be completed.
  1. Your options are: a business, an employer, or a school system representative, or a DORS consumer. Use down arrow key to select your choice by hitting the space key on your selection.
  2. Tab to the second field. Type in the DORS staff person’s email address.
  3. Tab to the third field. Type in the DORS’s staff person’s name.
  4. Tab to next field. Type in your full name.
  5. Tab to next combo box, which asks how you would like to be contacted. Use the arrow key to your section of either “email” or “text message.”
  6. Tab to the next edit field, to type in either your email address or your cell number, depending on your selected “contact” method.
- Tab twice to the “Next” button, and hit “Enter” key.

### Page 3 – Uploading the documents.

- This page has at least 2 actions required of you: attaching documents, and typing “comments.”
- There is an upload limit of 10 individual files, with each file being no larger than 25 MB. And, the total size of the entire upload can be no larger than 50 MB.
- To upload document, navigate to the “browse” button.
- Press enter on “browse” button. This will open a new window on your computer. Navigate to the folder to where you have the document you want to upload.
- Select that document. After selecting the document, then tab to the “open” button. Hit “open” button. This brings you back to the portal web page. If you arrow down, JAWS will read the name of the document after the “Browse” button.

- Each time you add a file, the webpage lists the most recent attached file next to the “Browse” button. However, all the files are listed on the page. They are listed above the “Browse” button.
- If you need to remove any of files, there is a “delete” button you can hit to remove the file.
- Click on Browse each time you want to upload a file. Then follow the same instructions.
- After you upload all the files, navigate to the “comments” edit field.
  - The Comments section is not required.
  - If you want to type in comments, turn “form Mode” on, and type in your comments. Comments may include what you are sending, a request for your counselor to confirm receipt of your documents, or other relevant information.
- Tab twice to the “next” button, and hit “enter” key.

#### **Page 4 – “Confirmation” page.**

- No edits or typing required on this page.
- It is a summary of the information you entered previously. Review the information you just entered.
- Because you do not automatically receive a confirmation email, you have the option to download a pdf version of this page. To download a pdf version of the information you are sending, click on the link “download pdf version.” Then either view it or save it on your computer.
- Tab to the “Next” button. Hit “Enter” key.

#### **Page 5 – Sending the message and documents.**

- No edits or typing here.
- Tab to the “Submit” button. Hit “enter” key.

#### **Page 6 – “Thank you” page.**

- No edits or typing here. You have completed the process.
- Close the web page.