

Division of Rehabilitation Services

Confidential Information to DORS Portal: A Step-by-Step Guide

Basics:

- The “Confidential Information to DORS” portal is used to securely send your Personally Identifiable Information (PII) to DORS staff.
- 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.
- Any question followed by a red * 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).
- Link to this portal:
<https://www.surveygizmo.com/s3/5579254/Send-to-DORS>

Page 1 – “Welcome”

- You must check the box at bottom of page, “**I consent to having my information collected and stored,**” in order to continue.
- Click “**Next.**”

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

- Are you a DORS consumer, a business, an employer, or a school system representative?
- Type the email address and name of the DORS employee you want to receive the documents.

- Type your name.
- Select how you want DORS to contact you about the documents you are sending. Options are by **text** or **email**.
- Click “**Next.**”

Page 3 – Upload the documents.

- Select files from your computer to 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.
- Click “**Next.**”

Page 4 – “Confirmation”

- A summary of the information you entered.
- You have the option to “**Download a PDF Version**” of the information. This is the only verification you have that you submitted the documents. **You will not receive a confirmation email.**
- Click “**Next.**”

Page 5 – Choose Submit.

- Click “**Submit.**”

Page 6 – “Thank You”

- Your documents have been sent. This is your only confirmation.