



## eSUBMIT INITIATION REQUEST

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Welcome to the eSubmit process, a secure file transfer protocol system for simpler Registry submission. The Oregon POLST Registry is excited to initiate this process with you. All information requested below is required. Please direct any questions to the Oregon POLST Registry Team at [polstreg@ohsu.edu](mailto:polstreg@ohsu.edu); or 877-367-7657

Date of request: \_\_\_\_\_

Organization: \_\_\_\_\_

Administrative Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

IT Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Requirements:**

- Submission must be comprised of individual forms (1 form/file).
  - Multiple files are allowed to be uploaded at one time.
- Forms must be in pdf format.
- Your institution's name must be included in the file names of each file sent through eSubmit.

*YOUR REQUEST WILL BE REVIEWED, AND REGISTRY STAFF WILL CONTACT YOU WITHIN 10 BUSINESS DAYS WITH MORE INFORMATION.*