

What is eSubmit?

eSubmit is a process by which pdf copies of POLST forms are securely submitted to the Registry through a file transfer protocol. Simply put, you drop pdf files into a folder on the OHSU Secure Transport website and they are automatically and securely picked up and transferred to the Registry!

What are the benefits of eSubmit?

- Faster submission to the Registry.
- Reduction in errors – *No more bad faxes!*
- No more printing and faxing paper copies.
- Sender information is known, so any needed follow-up can be performed, and all your submissions will be credited to your organization.

What are the requirements?

- Your institution must approve of the use of secure file transfer protocol (SFTP).
- Files must be in PDF form.
- 1 form per file only.
- Your institution's name and date of submission included in each file name.
 - Coversheets not required with eSubmit!

How will I know forms have been received?

We will initially confirm receipt of test files submitted through the eSubmit portal to ensure that the process is working properly.

How do I get started?

Complete the OPR Electronic Submission User Agreement form and email it to polstreg@ohsu.edu.

How quickly can get set-up with eSubmit?

Please allow 2 weeks for SFTP set-up.

Who do I contact if I have issues with SFTP?

If you have trouble logging into the SFTP website please contact us at the number or email below.

Additional questions? Contact us at:

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