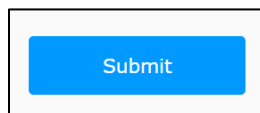# Downloading a Referral Submission

## Step 1: Complete and Submit your Referral Form

Begin by filling out all required fields in the Referral Form. Once you have finished entering the necessary details, click the Submit button to send your referral form.



## Step 2: Note the password on the Thank You page

After submitting your form, you will be redirected to a **Thank You** page. On this page, you will find a password required to download your PDF. It is important to carefully note this password, as you will need it to access your downloaded referral.

**Note:** The password required to open the PDF will be updated annually. The four-digit year within the password will match the calendar year in which you made the submission.
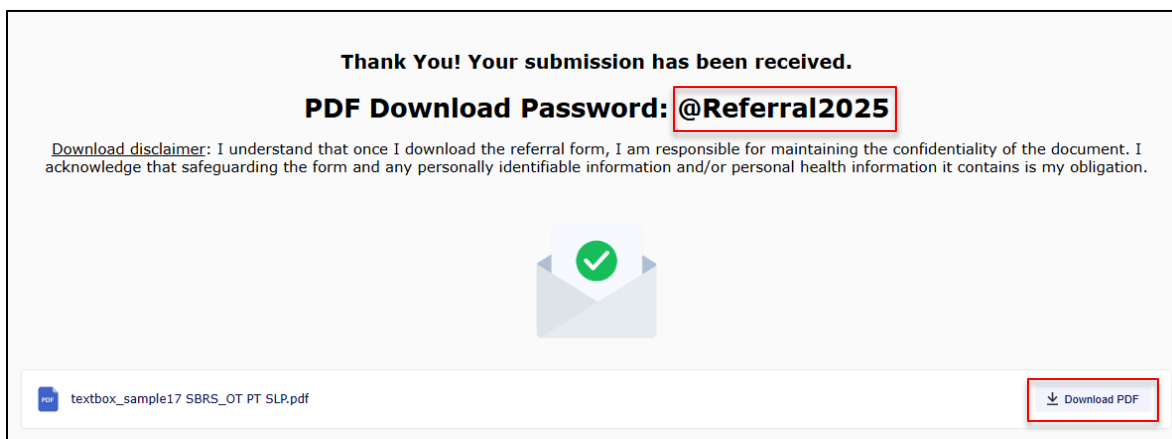


Depending on your browser, you can usually find your recently downloaded document in the top-right corner of the browser window.

## Step 3: Download your Referral

On the Thank You page, click the **Download PDF** button to download your referral form. When you attempt to open the downloaded PDF, you will be prompted to enter a password. Enter the password you noted from the **Thank You** page. After the password is verified, your referral document will open and be accessible for your use.



If you have closed the **Thank You** page and/or require a copy of your submitted referral form, please contact ErinoakKids Health Records department at 905-855-2690 (toll free 1-877-374-6625) ext. 2737.

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