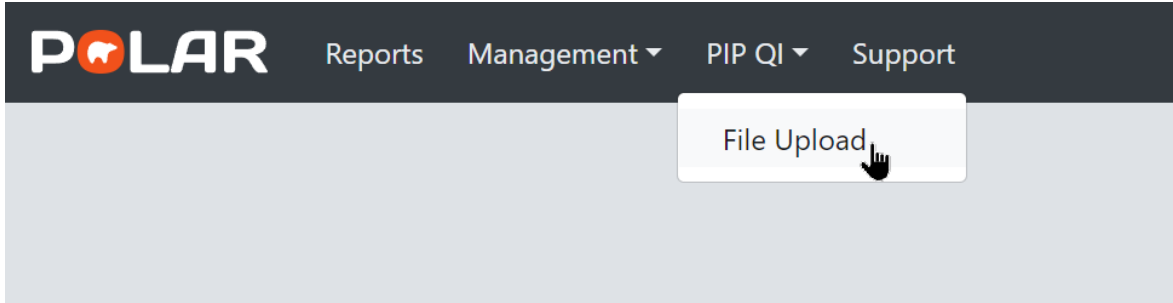# How to upload PIP JSON file

For practices that do not run the POLAR extraction tool, this guide will show you how to upload your JSON file for the PIP QI data submissions process.

Step-by-step guide

1. Log in to POLAR
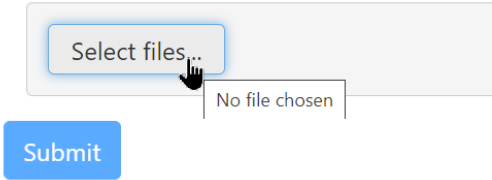2. Click on the FILE UPLOAD button under the PIP QI menu

3. Click on the SELECT FILES button, locate your JSON file, and then click the SUBMIT button.

Once you have uploaded your file, you should see a message indicating that you have lodged for the current quarter, along with a record in the table below.

If your file fails validation, you will be provided with a message to inform you of that. Please contact your JSON file vendor for support.

Notes:
  - Select a file and click submit
  - Any file previously submitted for the quarter will be overwritten
  - A file cannot be submitted past its due date for that quarter

File Rejected. Click here to download error log file