How to Add Documents to Florence via Email

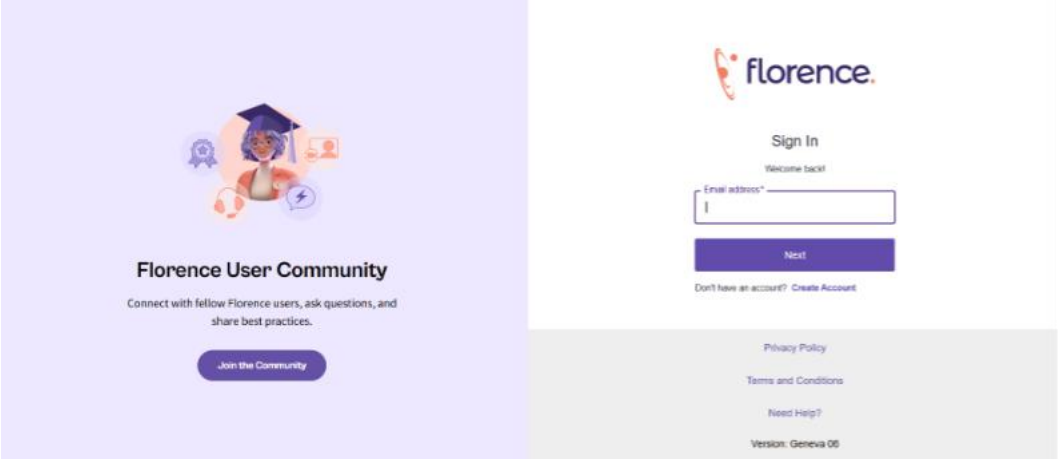
This guide shows how to upload documents directly to a Florence study folder using email. This is useful for scanned forms, central inboxes, or remote submissions.

Step 1: Logging in to Florence eISF

1. Go to the Florence Login Page: https://login.v2.researchbinders.com/u/login/identifier

2. Enter your NHS.net or le.ac.uk email address and click 'Next'

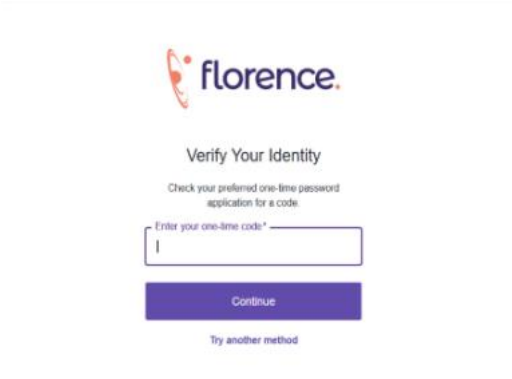
3. Enter your password and click 'Sign In'



Step 1a: Verifying account

You will next have to 'Verify your identity'

Enter the number displayed on your mobile device and click 'Continue'

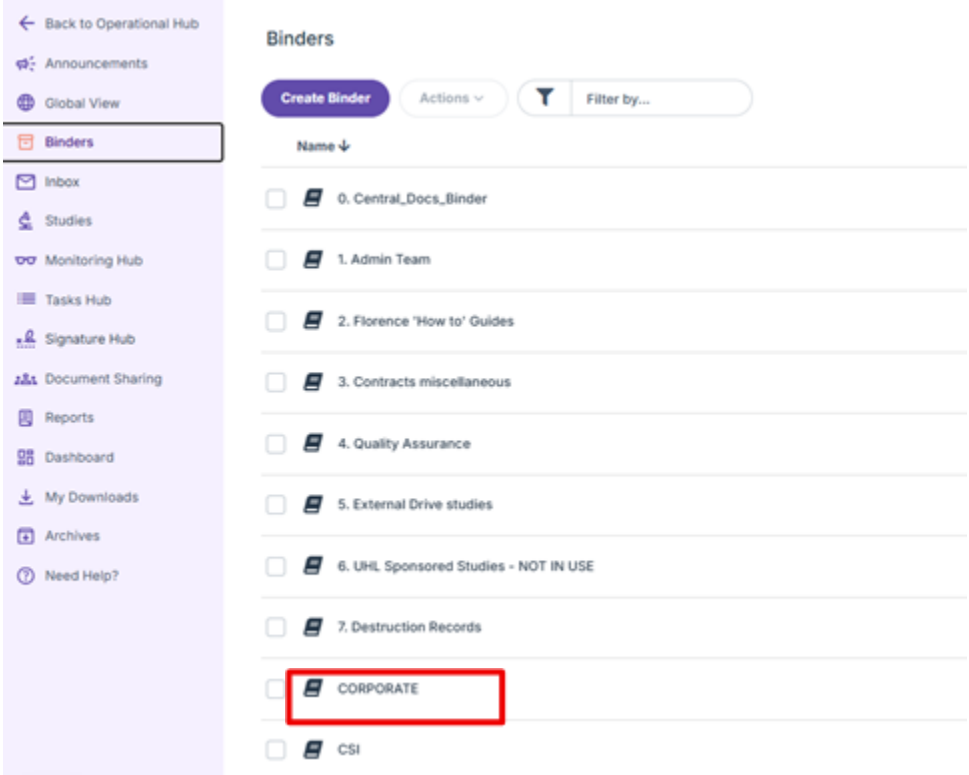


Click ‘Continue’. You’ll be taken to your Florence Dashboard

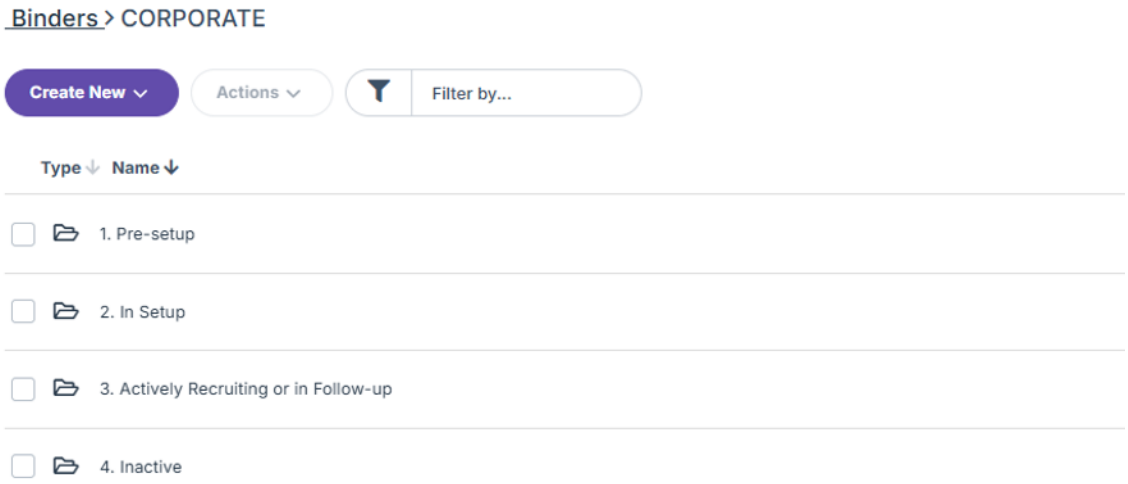
(NOTE: You will need access to the Authenticator app to complete this step)

Step 2: Go to the relevant study binder

Navigate through the Binders section to locate the correct study and folder.



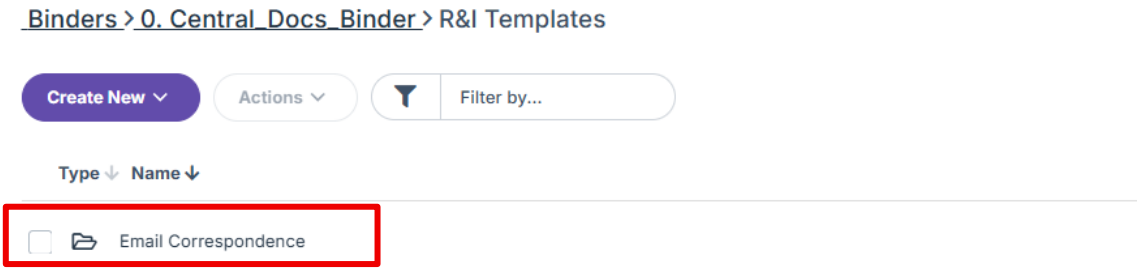
Click the relevant Binder to locate the study, so this will depend on the status of the study itself to where it will be located.



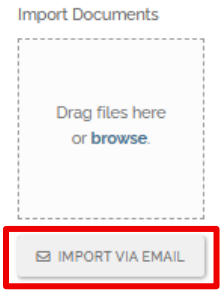
Step 3: Select the destination folder

Choose the folder where the document should be uploaded (e.g. Protocol, Consent Form). Click into the folder.

Step 4: Click 'Import via Email'

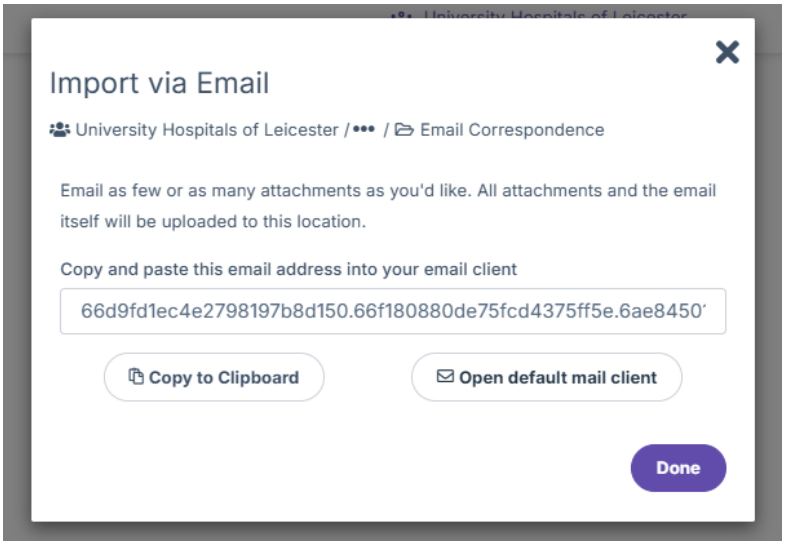


At the bottom left-hand side of the screen, click the **'IMPORT VIA EMAIL'** button.



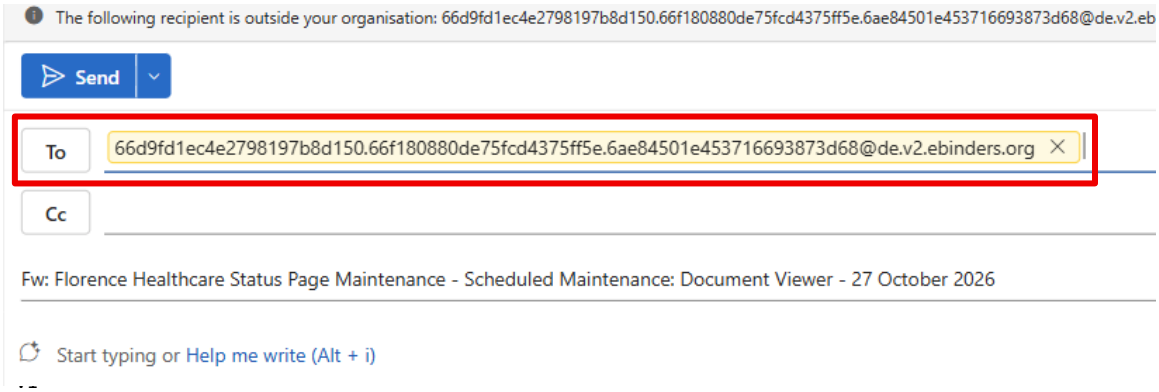
Step 5: Copy the folder-specific email address

A popup will show the unique email address for this folder. Click copy to Clipboard and click Done.



Step 6: Send the email and verify upload

Open the email that you want to copy into the relevant folder. Press forward and paste the unique email address into the email address. Press send.



To send your document to the folder-specific email address. It must come from a verified account (e.g. NHS.net). After sending, refresh the folder view and check that your document appears as a PDF copy.

