1. Login to the LEAD Provider Portal : https://eeclead.force.com/EEC_Login

2. Click on the **Program Licensing** card

3. Click the **Program Information** button at the top of the left-hand menu

4. Scroll down and click on **Reported Incidents/Injuries**

5. Find the report you wish to submit **(check by Summary and Event Date)**

6. Click the **magnifying glass icon ( ) to View the Incident Summary**

7. Scroll down and click **EDIT**

8. **Review, confirm and edit the report if necessary**

9. Scroll down to the bottom of the page and click **SAVE AND NEXT**

10. Upload required documents, then click **SAVE AND NEXT**

11. If all documents have been uploaded, click **OK** in the reminder pop-up window

12. Review the Incident Summary and Submission Page, scroll down and click **SUBMIT**

13. If all documents have been uploaded, click **OK** in the reminder pop-up window

14. The system will return to your Provider Page

15. You will receive a confirmation email from EEC