

Summary: CIS Training Video for Uploading Statutory Forms and Documents

How to ...	
Access CIS	<ol style="list-style-type: none"> 1. Open the Mental Health Commission website at www.mhcirl.ie. 2. Click on CIS logon.
Log on to CIS	<ol style="list-style-type: none"> 1. Type in your username and password and click on Logon.
Upload a Statutory Form	<ol style="list-style-type: none"> 1. Click on Tribunals in the Homepage Menu 2. Click on CIS730 Upload Statutory Forms and Documents 3. Click on the ... icon and click on attach for each scan which belongs to this form. Note: Form 6 should be accompanied by Form 5 and Form 1-4 as a single submission, otherwise each statutory form should be submitted separately 4. Fill in the document description (optional) 5. Click on Submit to send. You will receive a confirmation email and a homepage task <p>NOTE: When uploading a form 6 you should attach the Form 5 and Form 1-4. All other statutory forms must be uploaded separately</p>
Upload other documents, letters and files	<ol style="list-style-type: none"> 1. Click on Tribunals in the Homepage Menu 2. Click on CIS730 Upload Statutory Forms and Documents 3. Click on the ... icon and click on attach for each scan which belongs to the document. 4. Fill in the document category as Other 5. Fill in the document sub-category as Letter, Patient Records, RCP Report or Other 6. Fill in the document description 7. Click on Submit to send. You will receive a confirmation email and a homepage task