How to Upload Your First Scan

How to upload medical images to 3DICOM for the first time

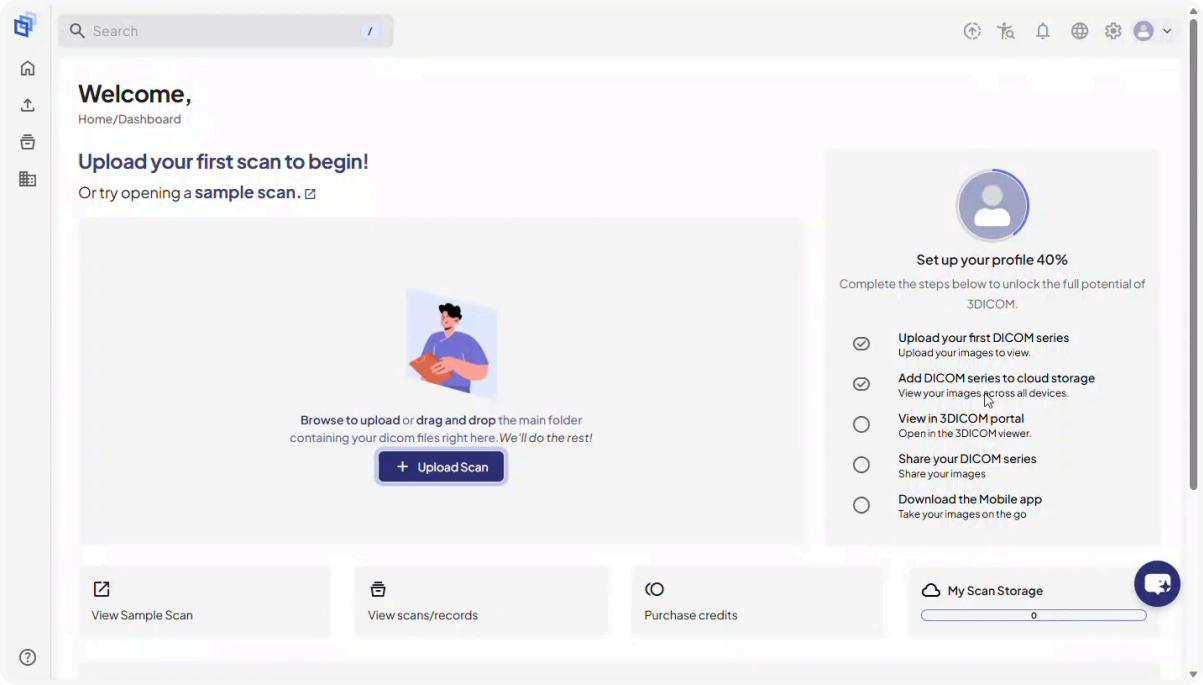
Overview

This guide explains how to upload medical images to 3DICOM, with steps for anonymizing sensitive information, selecting storage options, and confirming where your files are stored in the platform.

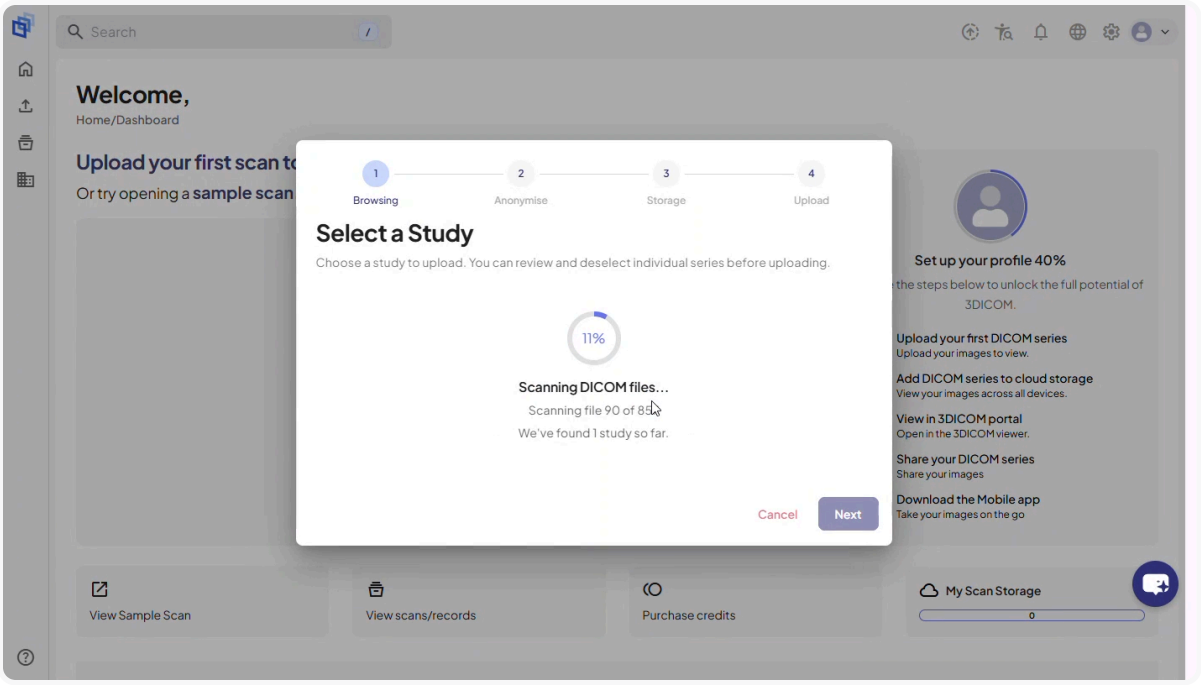
Step-by-step instructions

Start the image upload process

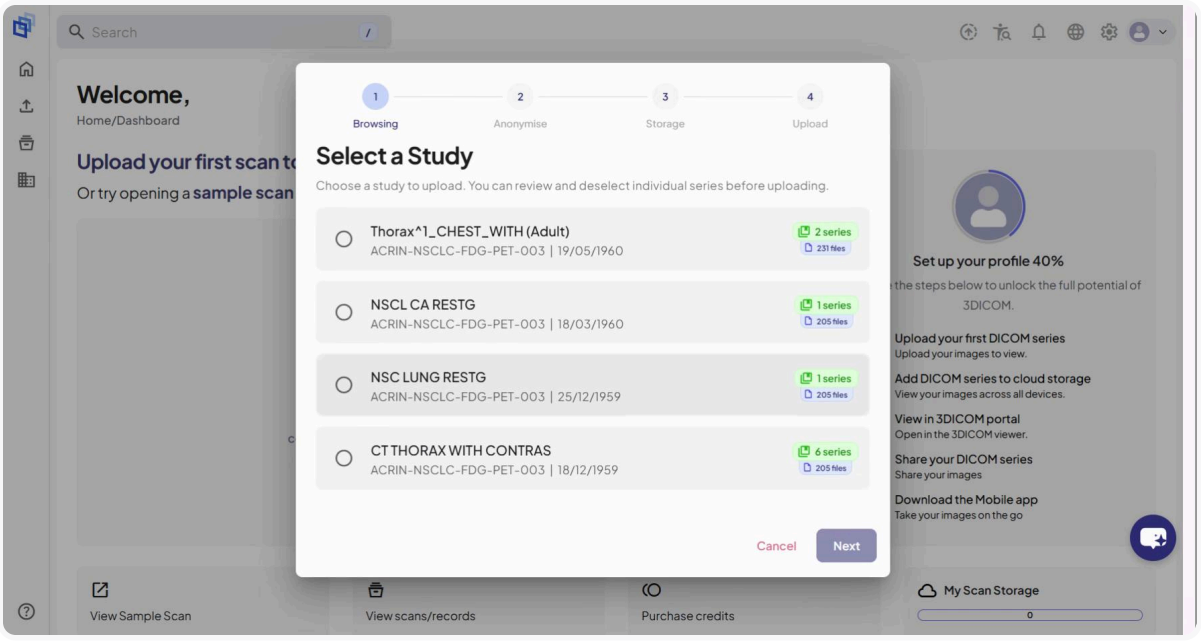
Step 1. Click the **Upload Scan** button or drag and drop your medical imaging files into the upload zone.



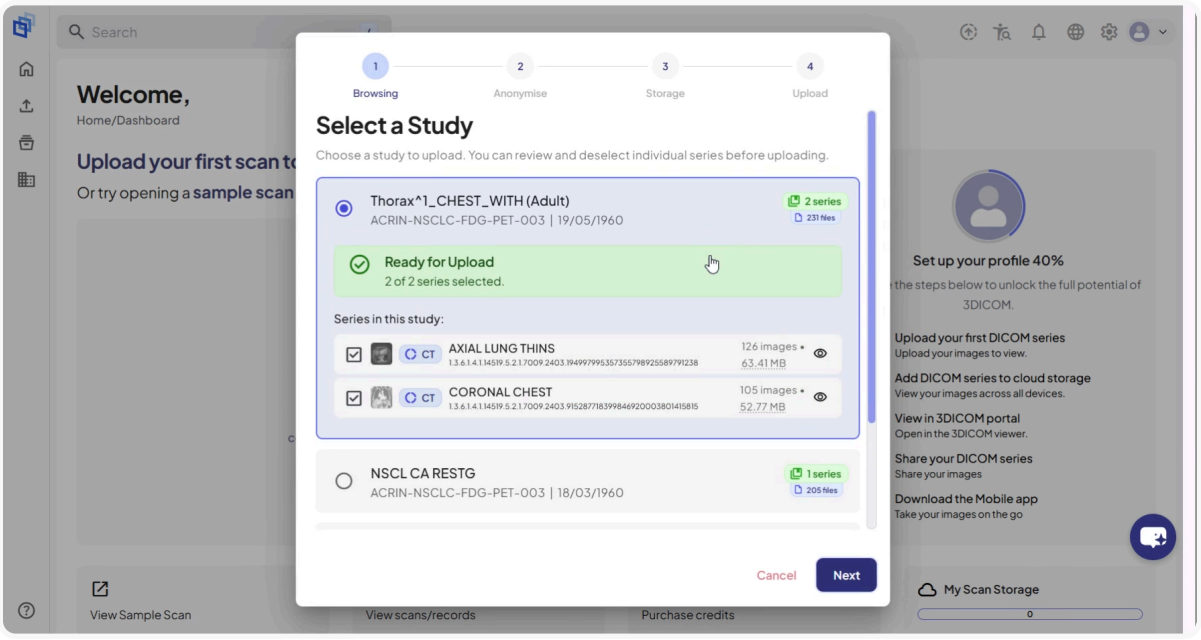
Step 2. When the upload popup opens, the platform will automatically fetch your available studies.



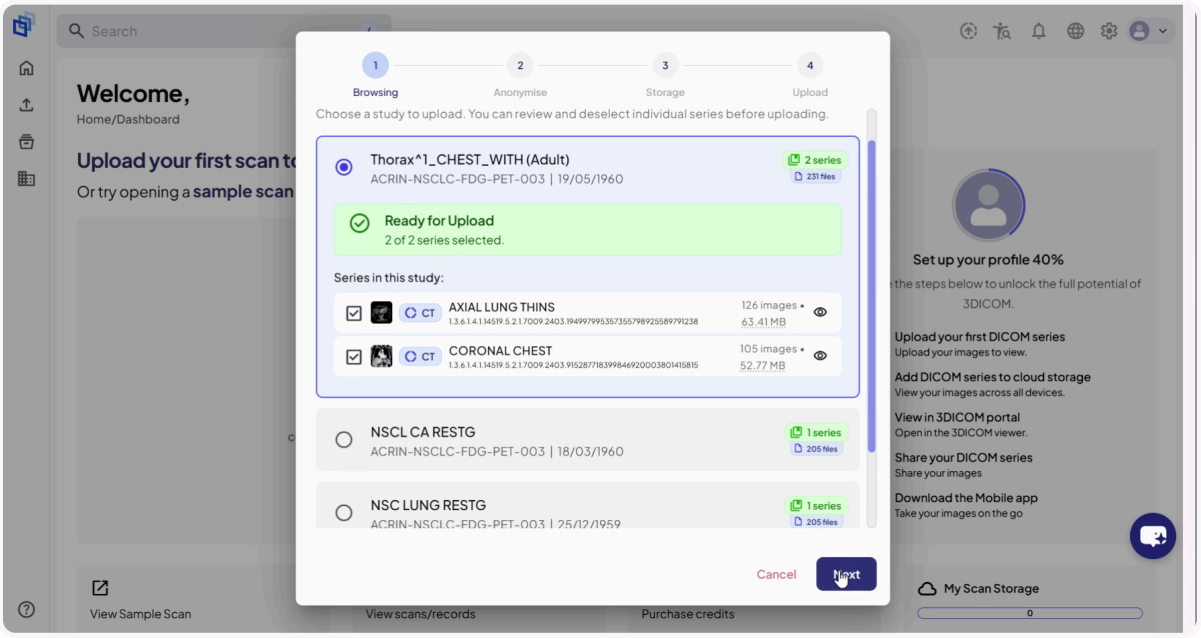
Step 3. Review the list to check the content of each available study.



Step 4. Select the study you want to upload.



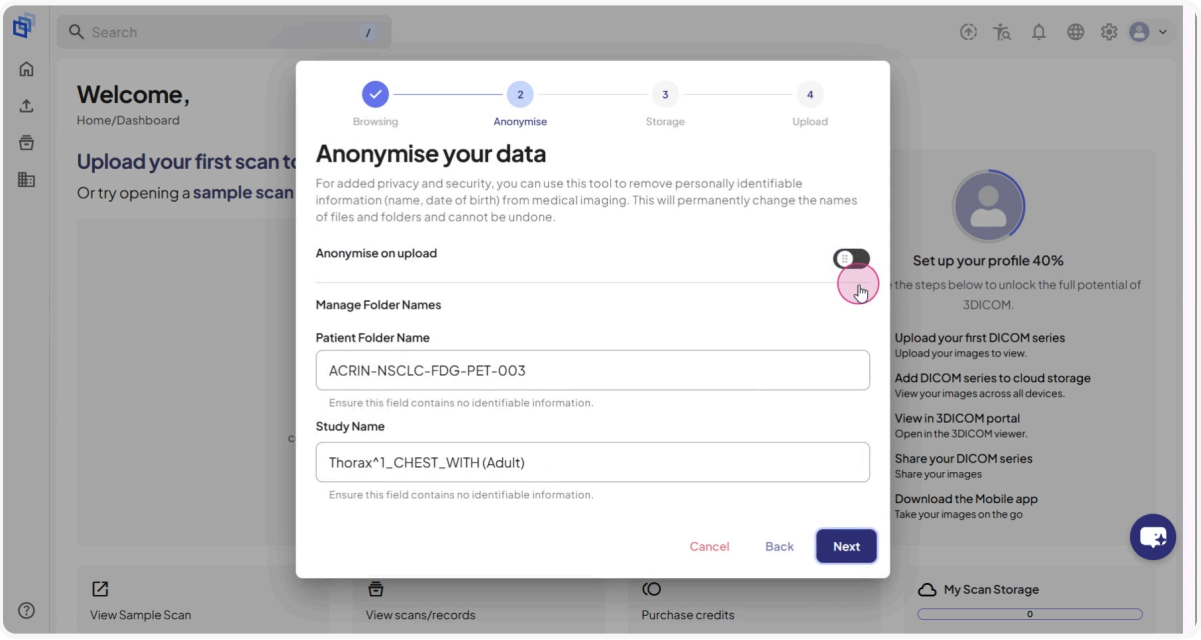
Step 5. Click **Next** to continue.



Configure anonymization settings

Step 6. At the Anonymization step, choose whether to remove patient-identifying information. This is recommended if you plan to share images for education.

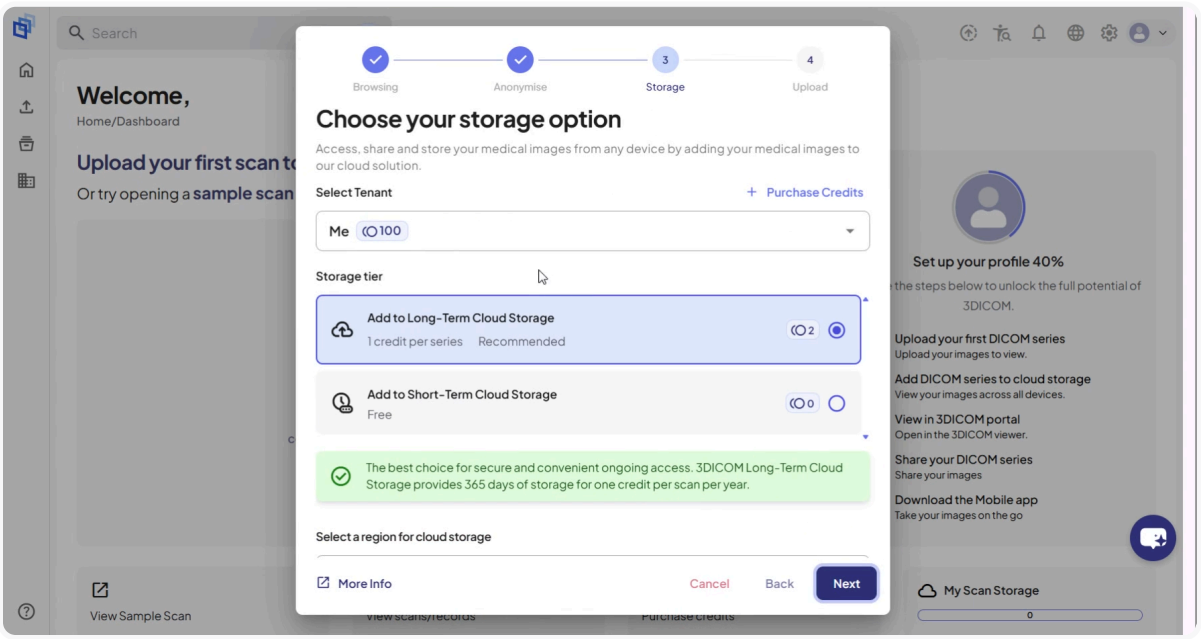
Step 7. (Optional) Turn on the **Anonymize on upload** toggle to remove names, birthdates, and other personal details. Edit folder names if needed.



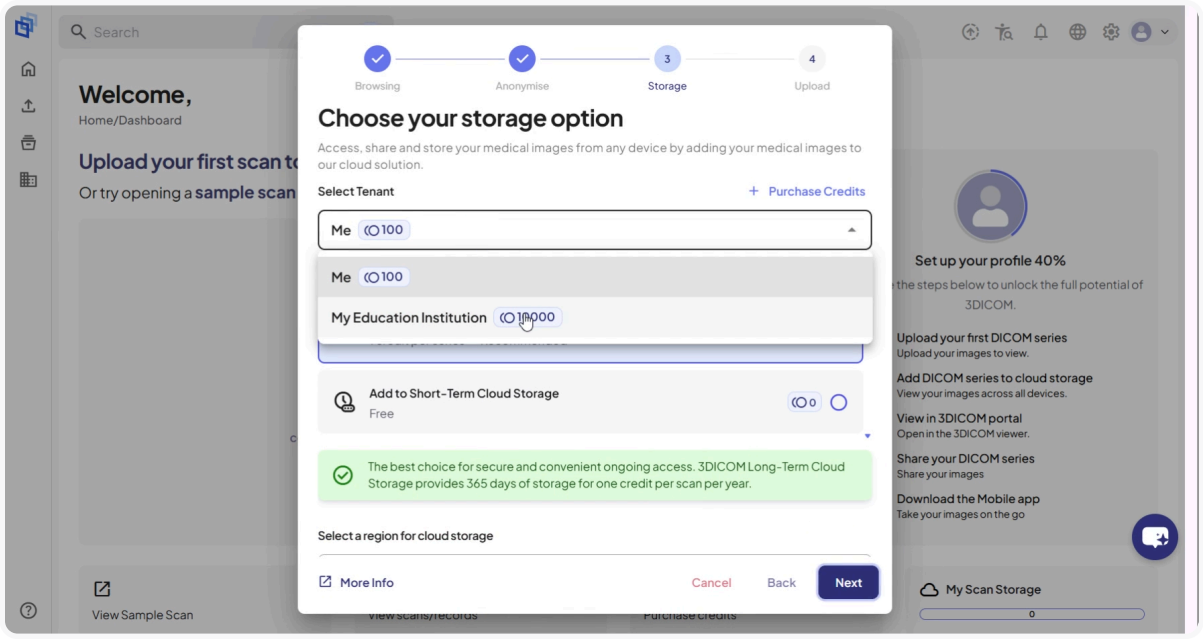
Step 8. Click **Next** to continue.

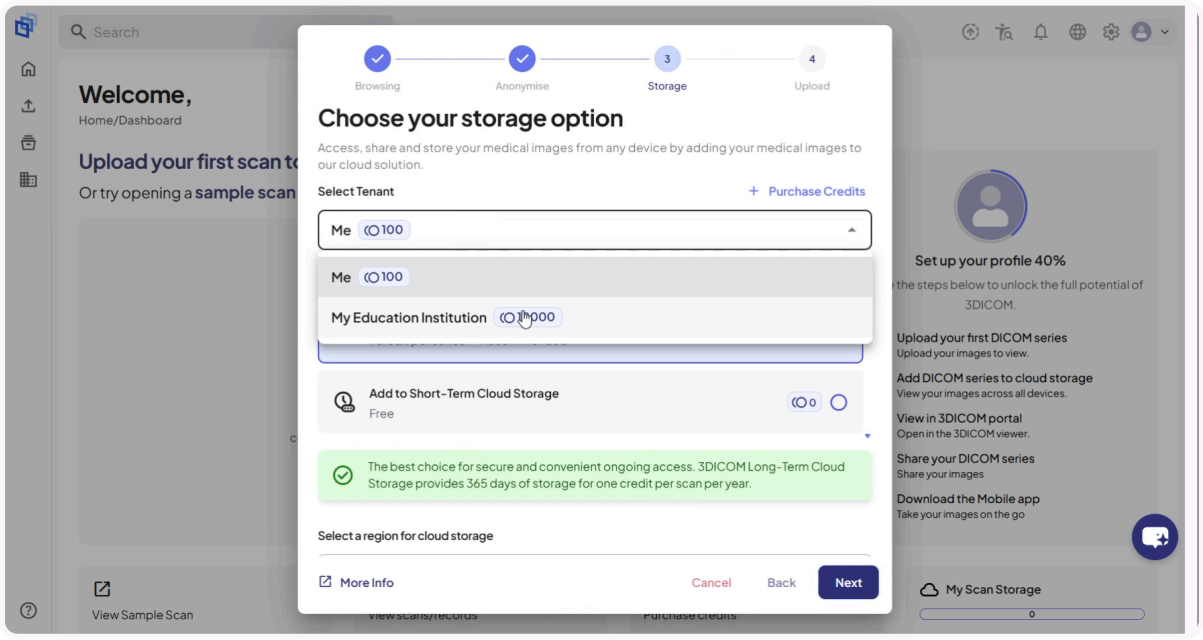
Configure storage options

Step 9. In the Tenant dropdown, select where to store your files. Your personal account is selected by default, which keeps files private.

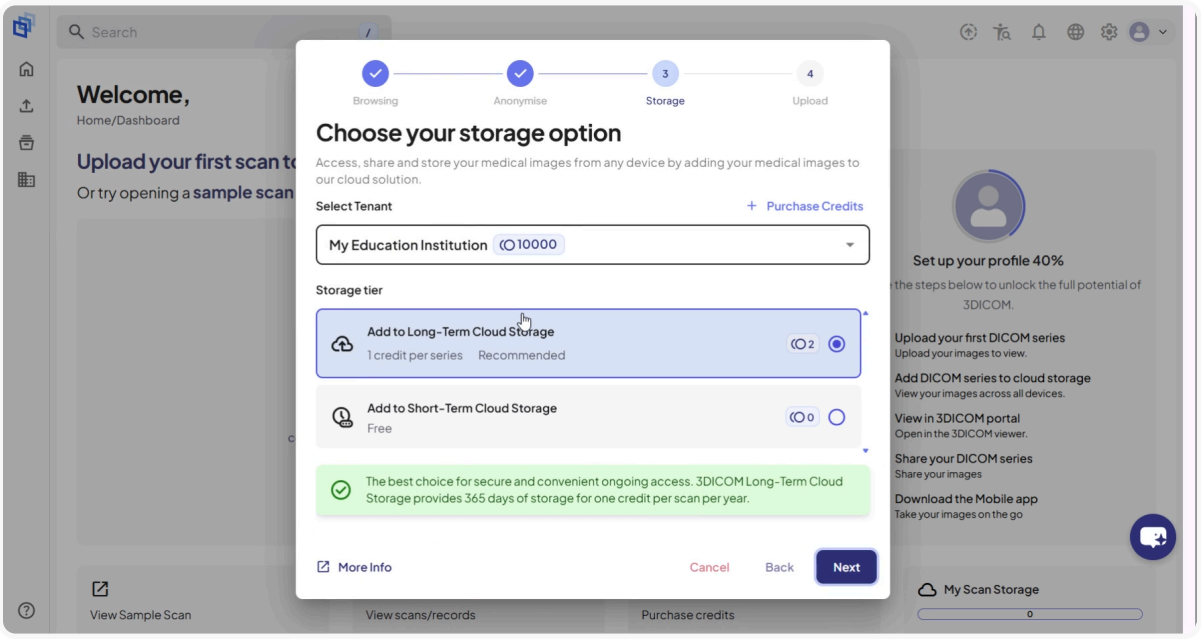


Step 10. Optionally, select your organization or school to share uploads with your group.

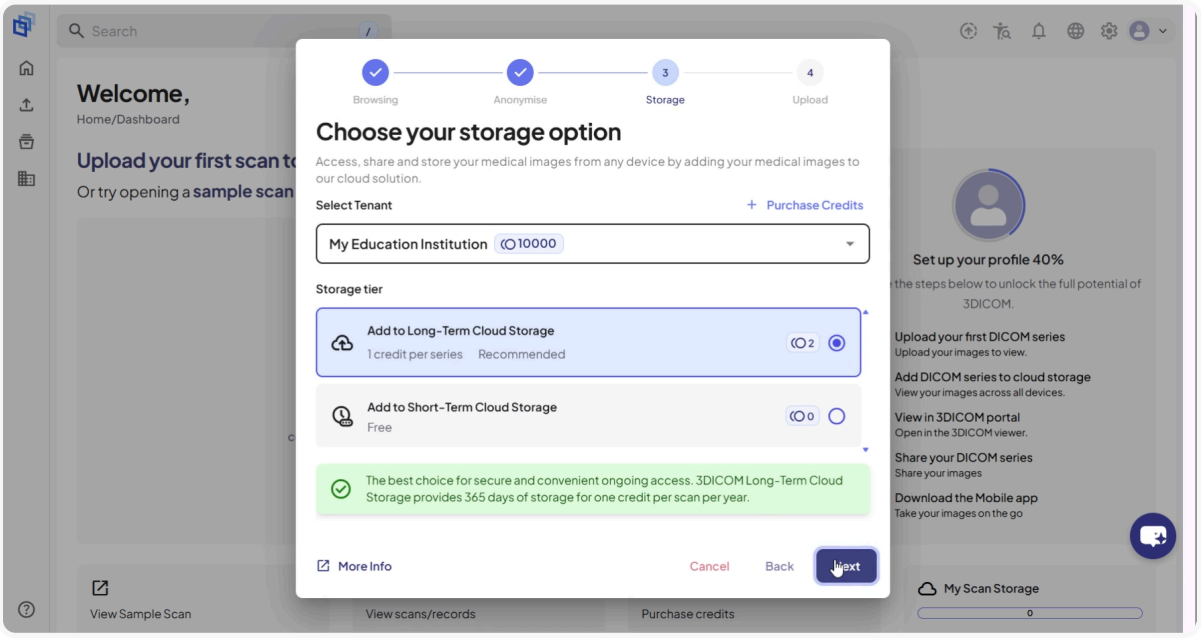




Step 11. Pick a storage tier. **Long-Term Cloud Storage** is selected by default and renews yearly for continuous access.

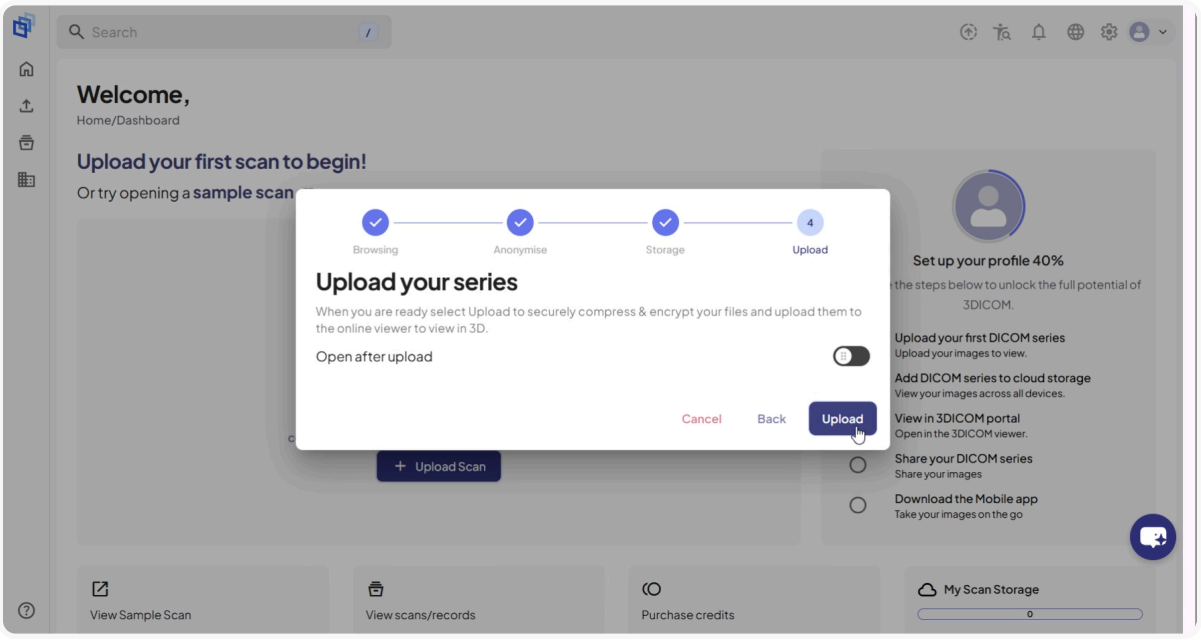


Step 12. Click **Next** to move on.

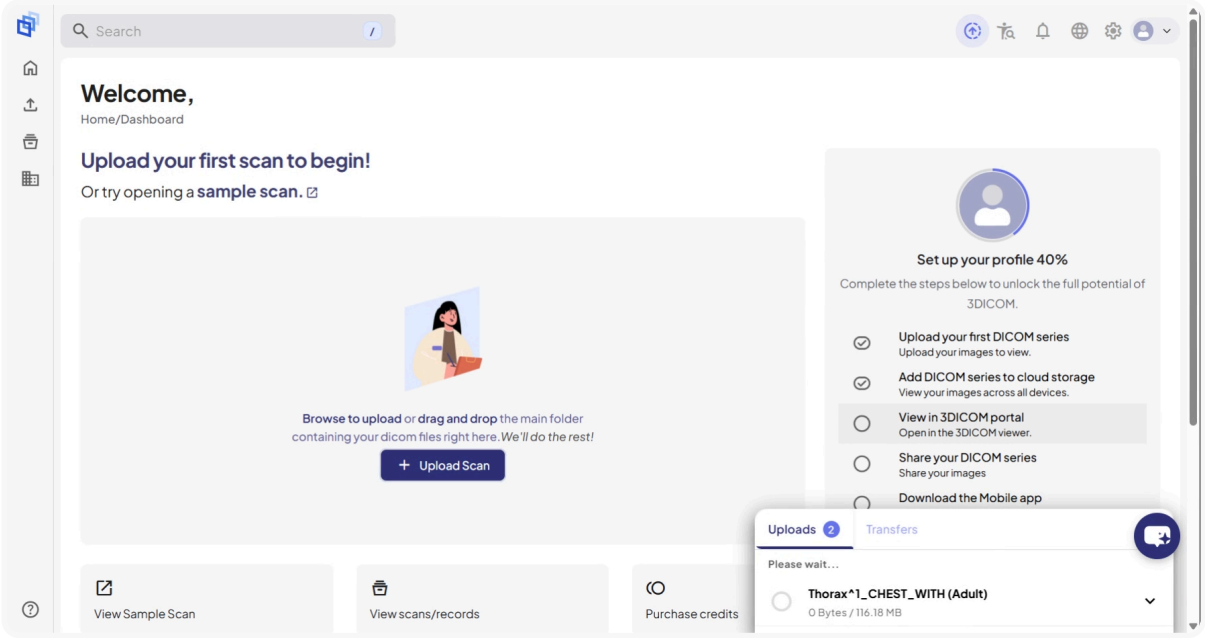


Upload and confirm

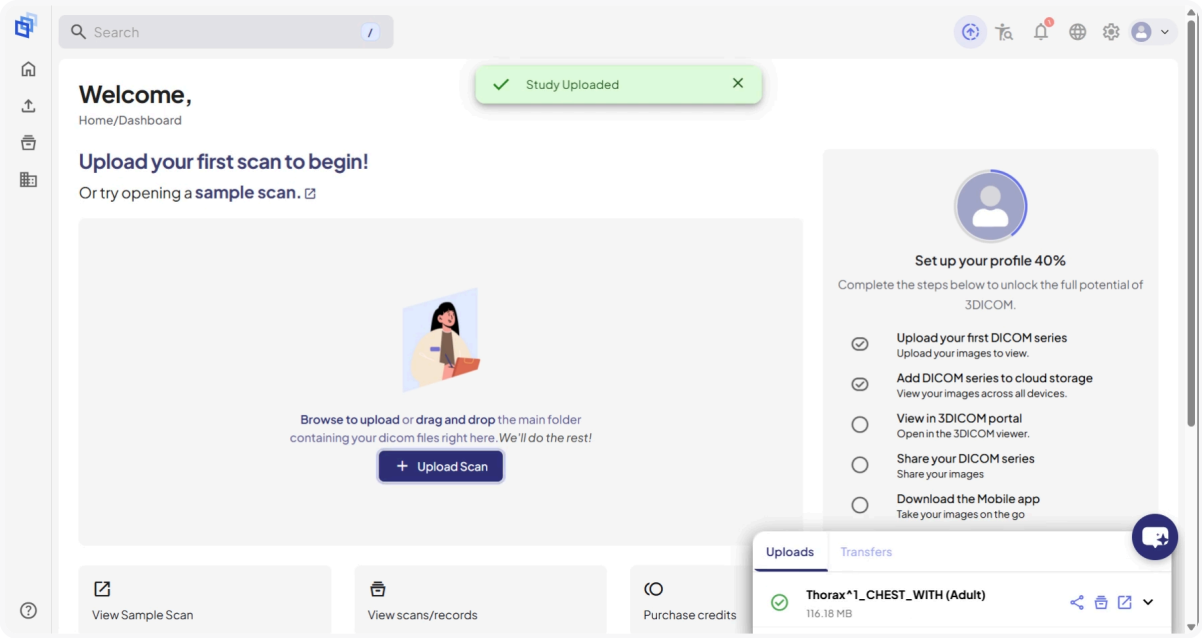
Step 13. Click the **Upload** button to start uploading your files.



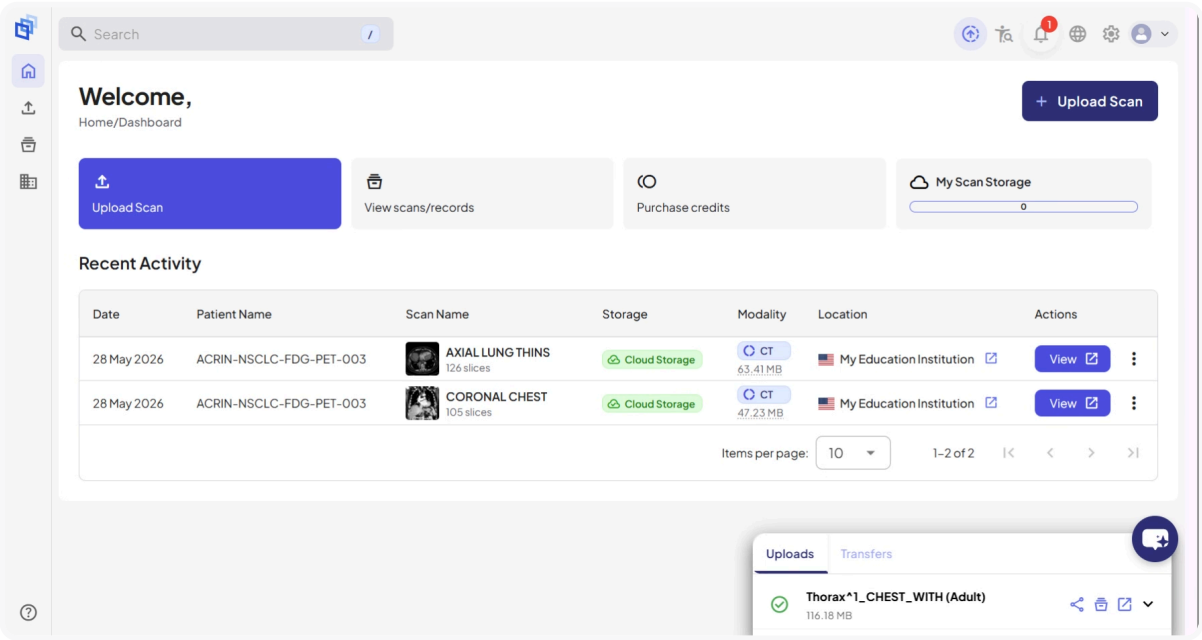
Step 14. Monitor your upload progress in the bottom-right pop-up window.



Step 15. When the upload is complete, a success banner appears at the top of the page.



Step 16. Access your files on the Dashboard under **Recent Activity** or in the **Scans and Records** section.



Result

Your scans are now uploaded to 3DICOM with chosen privacy controls and storage options. Find them on the Dashboard for immediate review or secure sharing.