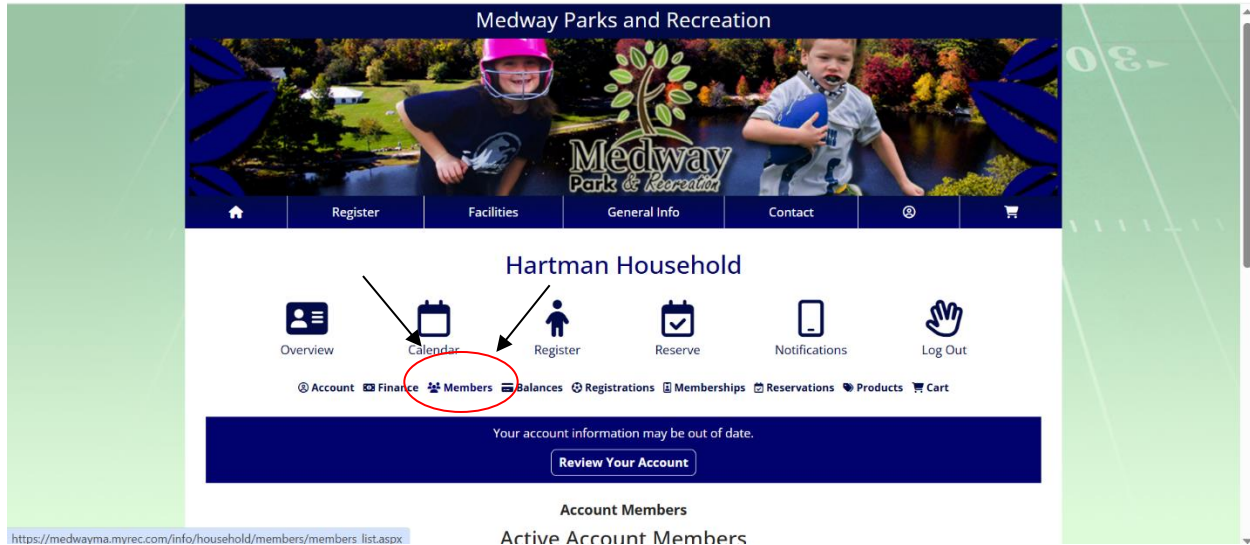
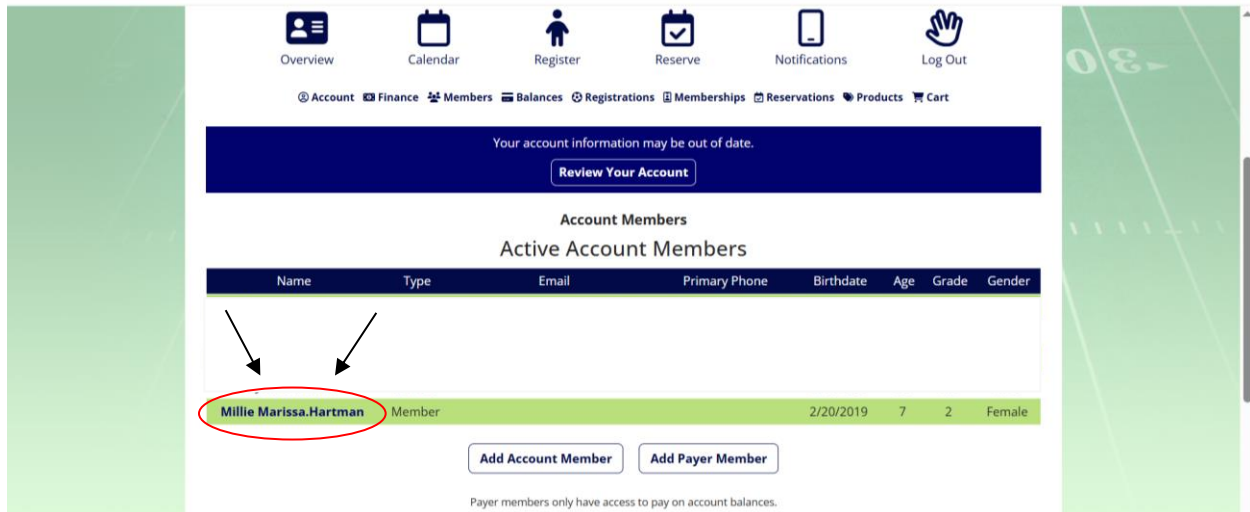


STEPS TO ADDING A NEW DOCUMENT TO YOUR CHILDS ACCOUNT

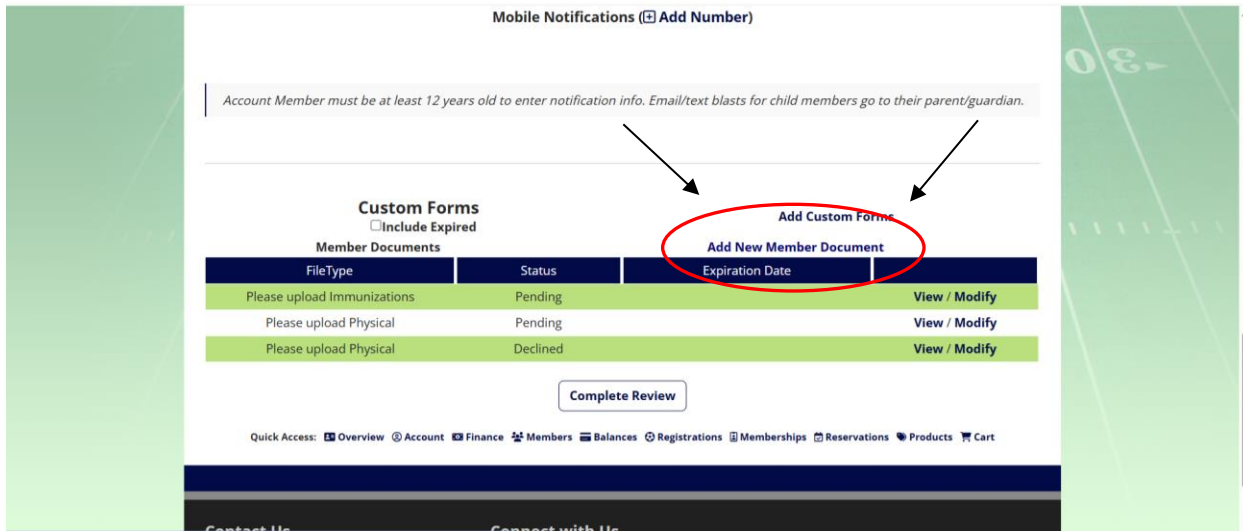
1. Once logged into your account, click the members button.



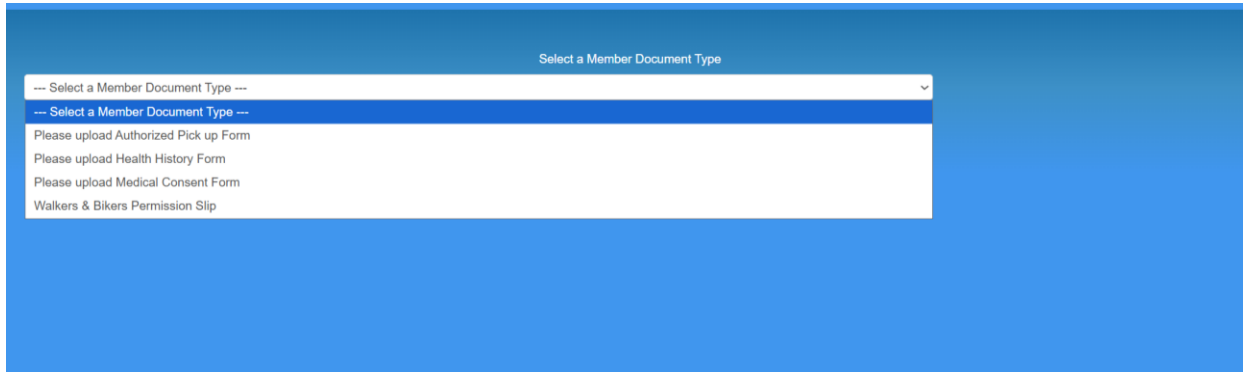
2. Click the name of the child you would like to upload forms for.



3. Scroll to the bottom of the page to Custom Forms and Member Documents. To add a new form, select add new member document.



4. Select which form you are uploading. Best formats are pdf or word document.



5. Select choose file to select file to upload. Once you select the file, hit submit. The screen will not refresh but the file will be uploaded. Once we approve the paperwork you will see it accepted on your account.

