# Instructions for Uploading Documents:

**Step #1:** Scan and save your documents individually to your computer. If you are uploading multiple documents, you will need to scan and save each document as a separate file on your computer. For example, if you are uploading a copy of your insurance card and your immunization record, you need to scan and save each one as a separate file. Be sure your file names do not include any special characters and the file size does not exceed 4mb.

**Step #2:** Using the ‘Upload Files’ section, choose the document you are uploading in the ‘Choose document’ drop down menu.

**Step #3:** Select browse, and locate the file on your computer.

**Step #4:** Select attach. The document will be listed in the grid below as a confirmation that the document was added to the queue. If you made a mistake you may delete the file from this grid at this time. You cannot delete files after you upload them.

**Step #5:** Repeat Steps #2 though #4 for each document you are uploading.

**Step #6:** Select Upload. All the documents you have chosen to attach will appear in the grid below the Upload Files section as a confirmation they were successfully uploaded. You cannot delete files after you upload them.