

Parent Portal Forms Upload Procedure

STEP

1

Create individual pdf files of each of your forms separately.

Please create 1 pdf file per form.

You will not be able to upload a file that is greater than 1MB. You may want to use an app like Genius Scan. This app allows you to see the resolution (filesize) when you export your file to ensure that it not over the 1MB limit.

STEP

2

Upload your forms into your Parent Portal.

Once you have logged into your account, navigate to the Child Info section to upload your forms.

Since the **Parent Agreement Form** and the **COVID Waiver** only require one copy per family, please attach those forms to your oldest child's section.

The screenshot shows the Parent Portal interface. At the top, a blue banner says "Welcome Linda". Below this is a navigation bar with icons for HOME, BILLING, CHILD INFO, CONTACTS, and SETTINGS. An orange circle with the text "Go to this tab" has an arrow pointing to the "CHILD INFO" icon. Below the navigation bar, there are two child profiles: "Jack" and "Grace". An orange circle with the text "Choose the child that you are uploading forms for" has an arrow pointing to the "Grace" profile. Below the child profiles is a "General Information" section for Grace Kurtz, with fields for Full Name, Date of Birth, Age, and Gender. At the bottom of the screen, there is a "+ Add Attachment" button. An orange circle with the text "Scroll to the bottom of the screen and choose add attachment" has an arrow pointing to this button.

Go to this tab

Welcome Linda

HOME BILLING CHILD INFO CONTACTS SETTINGS

Jack Grace

General Information

Full Name: Grace Kurtz Age: 2 y 0 m
Date of Birth: June 15, 2019 Gender: Female

Scroll to the bottom of the screen and choose add attachment

+ Add Attachment