## **Insurance Cards**

We need a copy of the front and back of your insurance card for each child.

Here are the directions to upload a copy of your insurance card to your file:

- Scan your card front and back and save it as a .jpg or .pdf file.
- Log into your account and go to the Additional Options menu
- Click "Document Center" in the dropdown menu.
- Under the Downloadable Forms section, select the "Upload" icon to the right of the Insurance Card link.
- Choose the individual and click the Select button.
- On the resulting page, you will be asked to confirm the details for this document and select the document.
- · Use the Select field to find the file on your computer.
- Once you've selected your file, click the Upload Document button.

You will receive a message that your action was completed successfully once the file uploads. Please bring your original card to camp just in case, but uploading the form ahead of time will save time and allow registration to be much more efficient.

Thank you, we are looking forward to having your child at camp this summer!

Camp Yavapines Staff

