

# Required Forms Upload Instructions

The following forms are required to be provided to MDA in addition to your child's completed online application. You are encouraged to use these instructions to upload these forms directly to your UltraCamp account.

1. A completed Physical form
2. A copy of their immunization record and COVID-19 Vaccination card (if the dates are not already included on the immunization record)
3. A copy of the front and back of your insurance card

If you are unable to upload the required documents, please email them to [camp@mdausa.org](mailto:camp@mdausa.org) before the application deadline. All applications and required forms must be completed and submitted to MDA by the application deadline.

## Uploading a Document to Your UltraCamp Account:

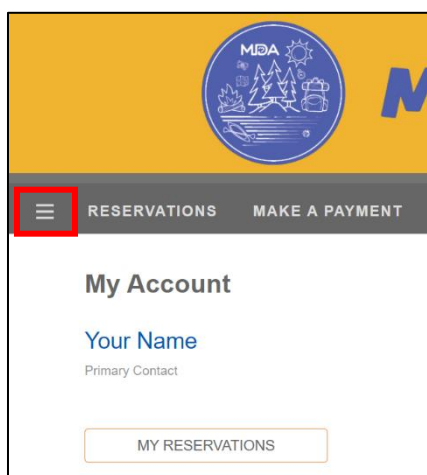
1. If you do not have a digital copy of the form, scan or take a picture of the document(s) and save as a .JPG or .PDF file on your computer or device.

NOTE: We recommend using a free app, like Genius Scan or Adobe Scan, to easily take a picture of your cards and convert them to PDF right from your mobile device.

2. Use the link below to access the Document Center:

<http://www.ultracamp.com/info/downloaddocuments.aspx?idCamp=519&campCode=md2>

- a. If you are *not* already logged in to your UltraCamp account you will be prompted to do so before you can upload the form.
- b. If you are already logged into your UltraCamp account, you can also access the Document Center via the main menu button (three stacked lines).



3. Click on the name of the document you are uploading.
4. Under the *Select Individual* heading, click the button next to your child's name.
5. Under the *Upload* heading, click on **Browse** to locate the file on your device.
6. Click **Upload Document** to complete the process.
7. The *Alert* and/or *Incomplete Task* associated with the uploaded form will automatically update to complete.