



## **Legal Guardianship Documentation**

**If you have legal guardianship documentation for yourself/your child, it must be submitted with the camp application.** Follow the instruction below to upload the documents into your UltraCamp account. If you are unable to upload the required documents, please mail or drop them off at your local MDA office before the application deadline. All application forms must be completed and submitted to the MDA office by the application deadline.

### **Instructions to Upload a Document into Your UltraCamp Account:**

To upload your file, first scan or take a picture of each side, front and back (if appropriate), of the legal guardianship documentation and save it as a .jpg or .pdf file on your computer or device.

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 Legal Guardianship Documentation link. 

On the resulting page, you will be asked to confirm the details for this document and select the document. Select the “browse” button to find the file on your computer/device. Once you’ve selected your file, click “open” and then click on “Upload Document”.

You will see a message at the top of your screen that your action was completed successfully once the file uploads.

If you have any questions, please contact your local Family Support and Clinical Care Coordinator at your local MDA office

Thank you!