



Medical Insurance Card Upload Instructions

We will need a current copy of your child's insurance card prior to the first day of camp. Please follow the instructions below for easy upload of your insurance card. Should your insurance change prior to the start of camp or during camp, advise the office and submit a copy of the new insurance card as soon as possible.

To begin the upload process, please follow the steps and instructions below:

1. Scan or take a picture, front and back, of your insurance card.
2. From the home page of the registration portal, click on the **three lines in the upper left corner** on the main menu bar.
3. From there, click on the **Document Center** option.
4. **Upload a Document.**
5. Select the **Medical Insurance Card Upload Instructions 2021.**
6. Select your **camper's name.**
7. Scroll down, **attach the file.**
8. Click on **Upload Document.**

We will also accept a copy in the following ways:

- Fax: (562) 421-4056
- Email: campfirelb@campfirelb.org
- Mail or walk it in to: Camp Fire
7070 E. Carson St.
Long Beach, CA 90808

Please have the child's name on the documents that are sent/faxed to us. Occasionally, only a parent's name is on the insurance card, and we will need to confirm each upload as it comes in.

If you have any questions, please call (562) 421-2725 for assistance.

Thank you,

Stacey Pignatore

Registrar