**Uploading a Document to Warner Camp**

**To upload a document, please follow these steps:**

1. Log into account.
2. Click on the Additional Options menu.
3. Select Document Center
4. In the Document Center, locate the desired document and click the upload icon
5. If the document is set up as an Individual based document, a target individual must be selected.
6. Choose a file from the client computer to upload.
7. Click the Upload Document button

Once the document has been uploaded, it will be added to the administrative queue of Unprocessed Forms where it must be approved by an administrator before final saving to the account and/or individual.

Bottom of Form