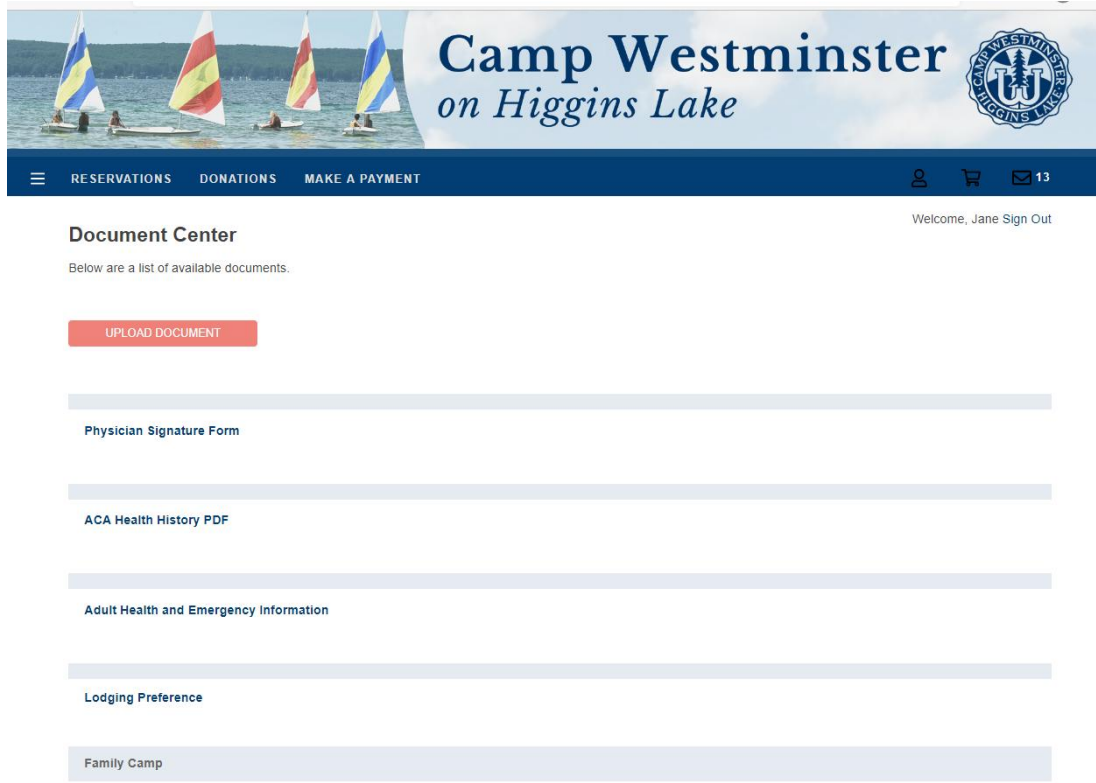


Upload Instructions:

Covid-19 Vaccination Card

To upload a document, please take the following steps:

1. Log into your account.
2. Access the Menu.
3. Select Document Center.
4. In the Document Center, click the "Upload Document" button.
5. Click the desired document.
6. Select the appropriate person
7. Choose a file from the client computer to upload.
8. Click the Upload Document button.



The screenshot shows the Camp Westminster website header with a banner image of sailboats on Higgins Lake. The navigation bar includes links for RESERVATIONS, DONATIONS, and MAKE A PAYMENT. The user is logged in as Jane, with a welcome message and a sign-out link. The Document Center section lists several documents for upload:

- Physician Signature Form
- ACA Health History PDF
- Adult Health and Emergency Information
- Lodging Preference
- Family Camp

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