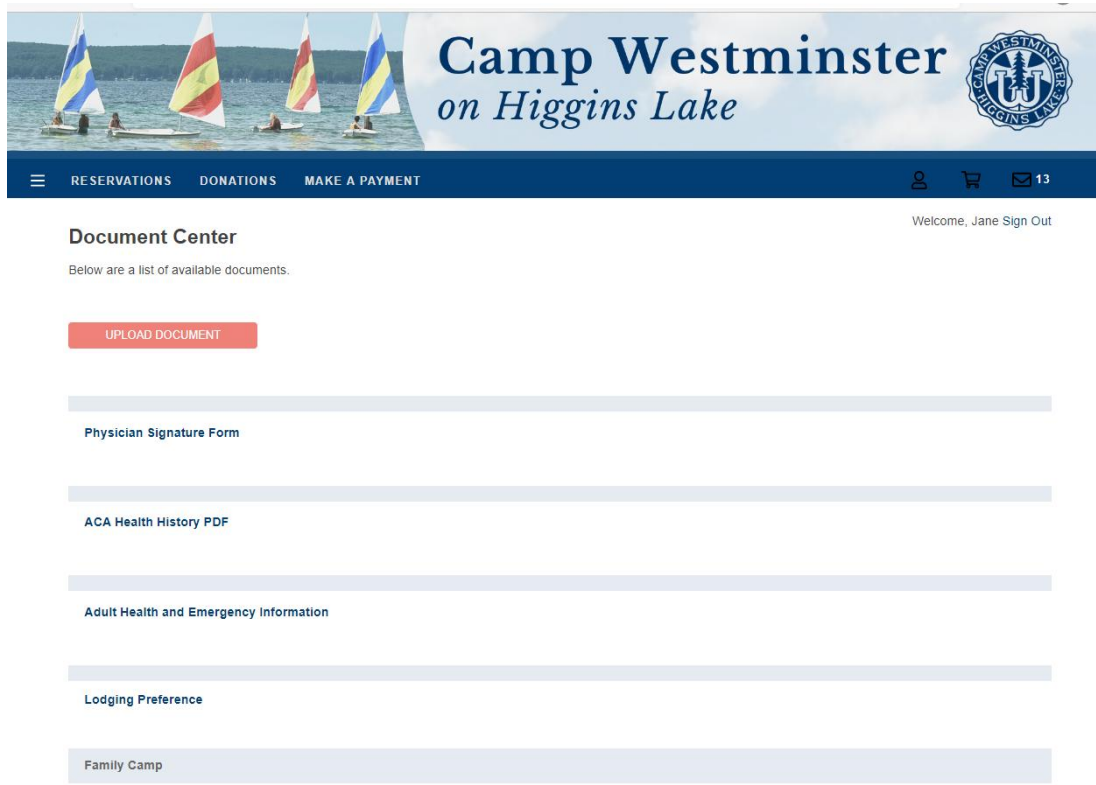# Upload Instructions:

Health Insurance 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. (must in in .jpg, .pdf, or .png format)
6. Select the appropriate person
7. Choose a file from your computer to upload.
8. Click the Upload Document button.

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.