**To Upload CO REQUIRED FORMS**

**MANDATORY and REQUIRE PHYSICIAN SIGNATURE:**

**Proof of Physical Form**

**Medical Release Form**

**CO Dept. Certificate of Immunization**

**These are very important step by step instructions to follow. Please have these uploaded as soon as possible after you register.**

Scan a copy of all three documents (each signed by a physician) and save it as a .jpg or .pdf file.

Log into your account and click on the 3 bars on the top left of page.

Click “Document Center” in the dropdown menu.

Click on Upload Document.

Click on CO Physician Forms (ALL) 2025). **This is very IMPORTANT that you select this upload**.

Select the camper that you will upload the documents for. (**Do not upload multiple camper’s record under one name).**

Click on Choose File (the one you saved with camper’s records).

Click on Upload Document.

You will receive a message that your action was completed successfully once the file uploads (will be at the top of page in green).

To check your records upload status, click on document center, click on upload document and all uploads will be listed under your uploaded document.