We need a copy of the front and back of the insurance card for each child. To upload your file, first scan your copy of the front and back and save it as a pdf file. Go to the Document Center under the Additional Options menu. Under the Downloadable Forms section, select the "Upload" icon  to the right of the Upload your Insurance Card link. On the resulting page, you will be asked to confirm the details for this document and select the document. Use the Select field to find the file on your computer. Once you've selected your file, click the Upload Document button. You will receive a message that your action was completed successfully once the file uploads. Thank you!