

# Upload Signed Agreement

Your agreement letter was sent to you via e-mail when you were hired. To upload your contract, follow these instructions:

1. Print a copy of your contract and sign/date on the employee signature line.
2. Scan your contract and save it to the computer as a PDF or JPEG file.
3. Log in to your camp account (through UltraCamp).
4. Go to “Additional Options”, then “Document Center”.
5. In the right-hand column, under “Camp Sealth LEAD Paperwork”, find the line that says “Signed Agreement”. Click on the “Upload” button to the right.
6. Follow the on-screen instructions to upload the form.

That’s it! Please note that the Camp Sealth administrative staff will have to approve the upload before the “Incomplete Task” will disappear.