## **Document Upload Directions**

To upload a document into your online account, please follow the direction below.

## **Uploading Directions**

- 1. Log into your online account at <a href="https://www.ultracamp.com/clientlogin.aspx?idCamp=640&campcode=fhk&lang=en-Us">https://www.ultracamp.com/clientlogin.aspx?idCamp=640&campcode=fhk&lang=en-Us</a>
- 2. Click "Additional Options" tab at the top of the page
- 3. Click "Document Center" in the dropdown menu.
- 4. Under the Downloadable Forms section, select the "Upload"  $\widehat{}$  icon next to the document you want to upload. Follow the prompts to upload the file.

You will receive a message that your action was completed successfully once the file uploads.

Thank you!