<u>"How To" Document Upload Instructions</u>

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

To Upload a File

1. Log into your online account at
   https://www.ultracamp.com/clientlogin.aspx?idCamp=640&campcode=fhk&lang=en-Us
2. In the top left of the screen, you should see the menu button "☰", click it.
3. Click "Document Center" in the dropdown menu.
4. Find the document you need to upload in the list and click it.
5. Follow the on-screen directions to upload your document.
6. After you upload your document, we will need to review and approve it.
7. It will <u>not</u> come off your "Task" list until we do this. You do not have to redownload.
8. We usually review and approve weekly, so it may be a few days before it clears from your list.
9. If several days pass and the document has not been approved, please let us know.
10. You will receive a message that your action was completed successfully once the file uploads.

As always, we are happy to help! If you have any trouble at all, please feel free to contact us at (269)521-3559 or kj@campkidwell.org.

Thank you!