


### **Immunization Record Upload Directions**

Each child's file needs a copy of their personal immunization record. Please obtain a copy of your child's immunization record and scan it and save it as a .jpg or .pdf file.

#### **Uploading Directions**

1. Log into your online account
2. Click Additional Options tab at the top of our account page
3. Click "Document Center" in the dropdown menu.
4. Under the Downloadable Forms section, select the "Upload" icon  , next to Immunization Record. Choose the individual the record is for and follow the prompts to upload the file.

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

Thank you!