


Insurance Card Upload Directions

Each child's file needs a copy of their Insurance Card. Please scan a copy of the insurance card 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 paid
3. Click "Document Center" in the dropdown menu.
- 4.
5. Under the Downloadable Forms section, select the "Upload" icon  , next to Insurance Card. 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!