

## **Other Certifications Upload Instructions**

We need a copy of the front (and back if applicable) of your other certifications. Please follow the instructions below:

1-To upload your file, first scan or take a picture of the front and back (where applicable) of card and save as a .jpg or .pdf file.

2-Log into your account and go to the **Additional Options** menu. Click “Document Center” from the dropdown menu.

3-Under the **Downloadable Forms** section, select the “Upload” icon to the right of the Immunization Records link. Choose the individual and click the Select button.

4-On the resulting page, you will be asked to confirm the details for this document and select the document. Use the Select field to find the file on your device. Once you have selected your file, click the *Upload Document* button.

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