





To Upload Birth Certificate:

From "PROFILE PAGE" - next to your child's name; click "EDIT." On the next screen you will have the option to click on "ADD" Birth Certificate. Don't forget to click "SAVE"!

To Upload Residency Documents:

From "PROFILE PAGE" - on the bottom right you will see Residency Summary; click "EDIT". You will then be directed to a page where you can select from the drop down menu to select what you will be uploading. Next click "ADD" to upload the documents. Don't forget to click "SAVE"!