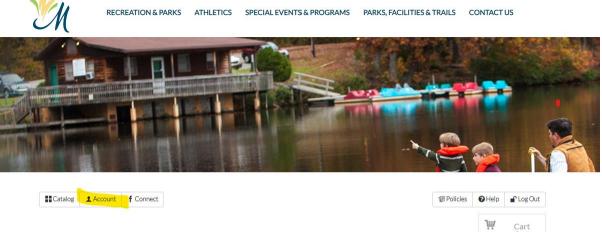
Please use the following steps to securely upload your child's birth certificate to your Civic Rec account.

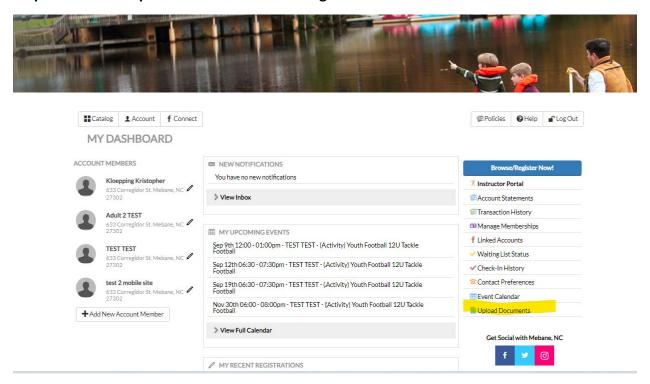
## Step 1 - Log in to your Civic Rec account

## Step 2 - Click on 'Account' above the catalog options

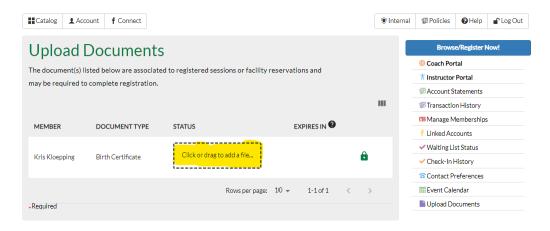




Step 3 - Click on 'Upload Documents' on the right side menu



Step 4 - Select 'Click or drag to add file' on the status tab



## Step 5 – Select your birth certificate file (photo or PDF) to upload. Wait for the 'File Uploaded' message to appear in green under the status tab.

