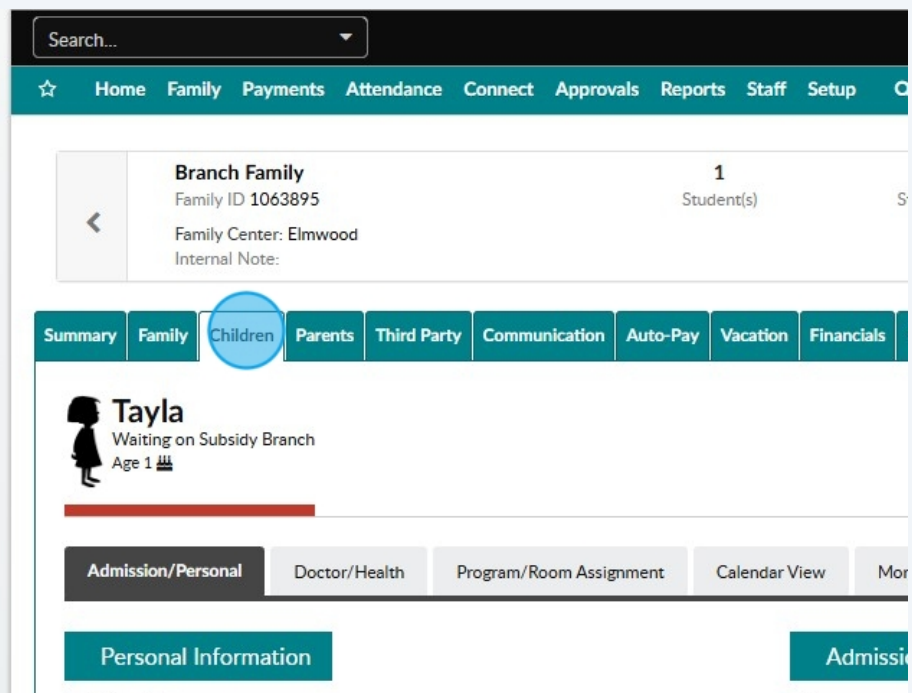


How to Upload a Custom Subsidy Document

1 Navigate to the Families Account

2 Click "Children"



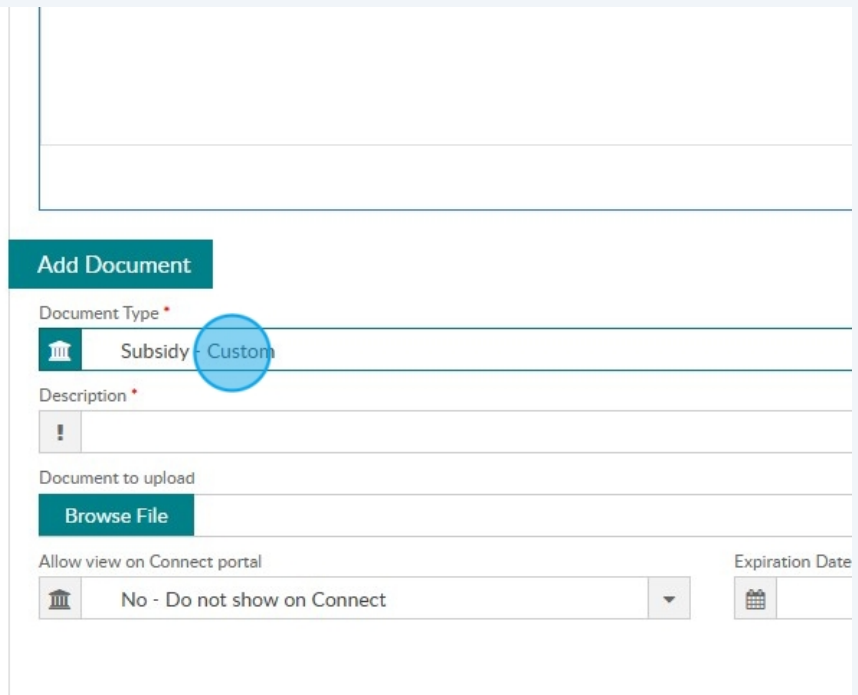
3 Click "More"

The screenshot shows a software interface with a top navigation bar containing tabs for 'Parents', 'Third Party', 'Communication', 'Auto-Pay', 'Vacation', 'Financials', and 'Merge'. Below this is a section with a red bar and an 'Add Sibling' button. A horizontal menu below that includes 'Doctor/Health', 'Program/Room Assignment', 'Calendar View', and 'More'. The 'More' dropdown is highlighted with a blue circle. Below the menu, there is a teal box with the text 'Admission Child/Student ID: 1811499'. To the left, there are input fields for 'Admission Branch' and 'Admission Date'. To the right, there are dropdown menus for 'Status' (set to 'Pending'), 'Enrollment Date' (set to '11/22/2024'), and 'Start Date' (set to '01/06/2025').

4 Click "Documents/Checklist"

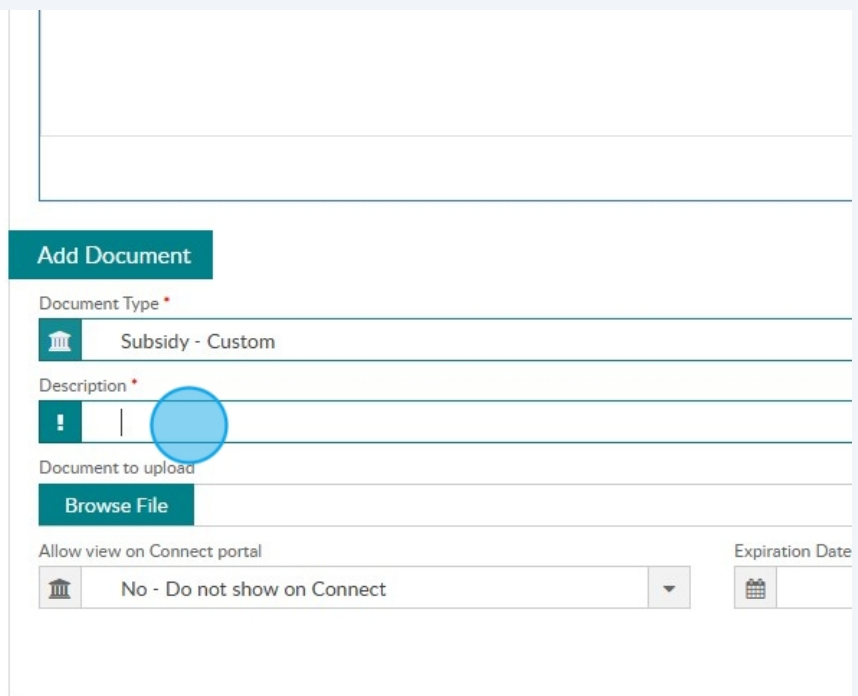
The screenshot shows a software interface with a dropdown menu open. The menu items are: Health, Incidents, Contacts, Sponsors, Information Record - PDF, Info Cards loaded, Information Record - Alt 1 - PDF, Information Record - Alt 2 - PDF, Information Record - Alt 5 - PDF, Daily Log, Attendance, Manage Program Templates, Documents/Checklist, CACFP, and Download Transportation Profile. The 'Documents/Checklist' option is highlighted with a blue circle. The background shows a form with various fields, including 'Status', 'Enrollment Date', 'Start Date', 'Withdrawal Date', 'Reason for Withdrawal', 'Date of Birth', 'Student ID', and 'Age Category'. A red text label '1 years or 1.9 years' is visible near the 'Reason for Withdrawal' field.

5 Select the "Subsidy - Custom" option.



The screenshot shows a web form titled "Add Document". The "Document Type" dropdown menu is open, and the option "Subsidy - Custom" is selected and highlighted with a blue circle. The "Description" field is empty and has a red asterisk indicating it is required. Below the description field is a "Document to upload" section with a "Browse File" button. At the bottom, there is a section for "Allow view on Connect portal" with a dropdown menu set to "No - Do not show on Connect" and an "Expiration Date" field with a calendar icon.

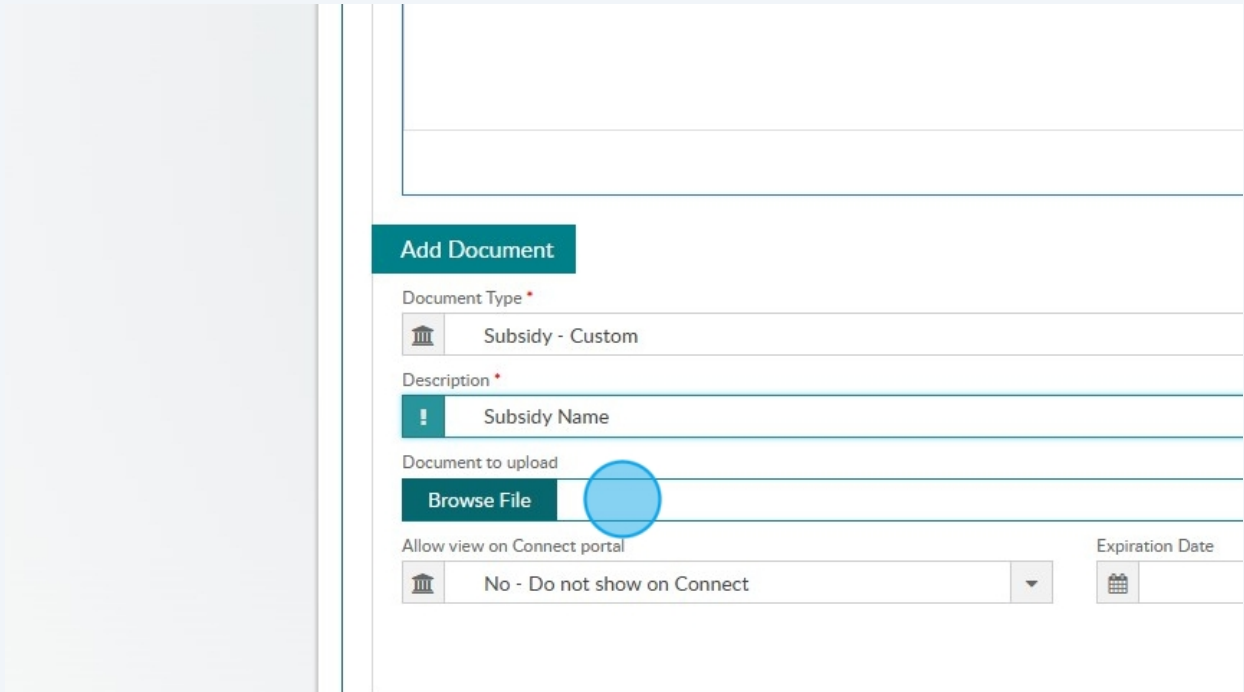
6 Click the "Description *" field. Add the Subsidy name.



The screenshot shows the same "Add Document" form. The "Description" field is now highlighted with a blue circle, indicating it is the focus of the next step. The "Document Type" remains "Subsidy - Custom". The "Expiration Date" field is now populated with a date, indicated by a calendar icon.

7

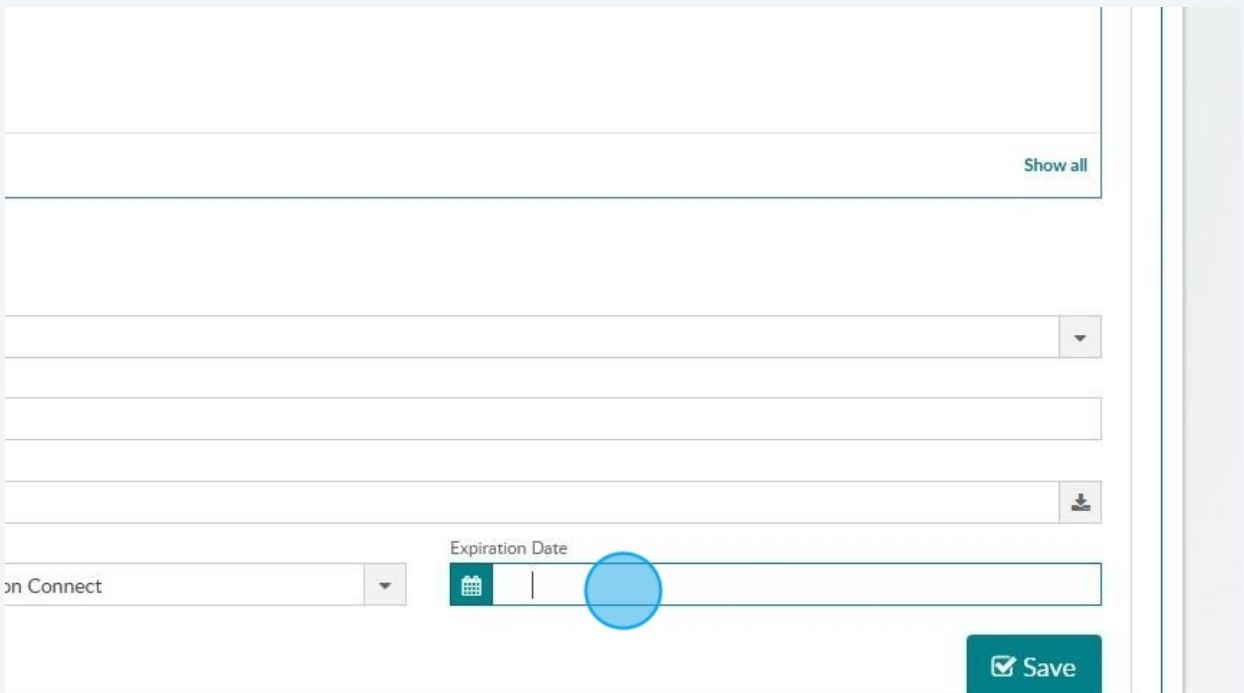
Click the "Document to upload" field. Select the desired document and Upload.



The screenshot shows a form titled "Add Document". It contains several fields: "Document Type" with a dropdown menu showing "Subsidy - Custom"; "Description" with a dropdown menu showing "Subsidy Name"; "Document to upload" with a "Browse File" button highlighted by a blue circle; "Allow view on Connect portal" with a dropdown menu showing "No - Do not show on Connect"; and "Expiration Date" with a calendar icon. A "Save" button is visible at the bottom right.

8

Click the "Expiration Date" field.



The screenshot shows a form with a "Show all" button at the top right. Below it are several input fields. The "Expiration Date" field is highlighted with a blue circle. It contains a calendar icon and a vertical line. A "Save" button is visible at the bottom right.

9 Click "Save"

