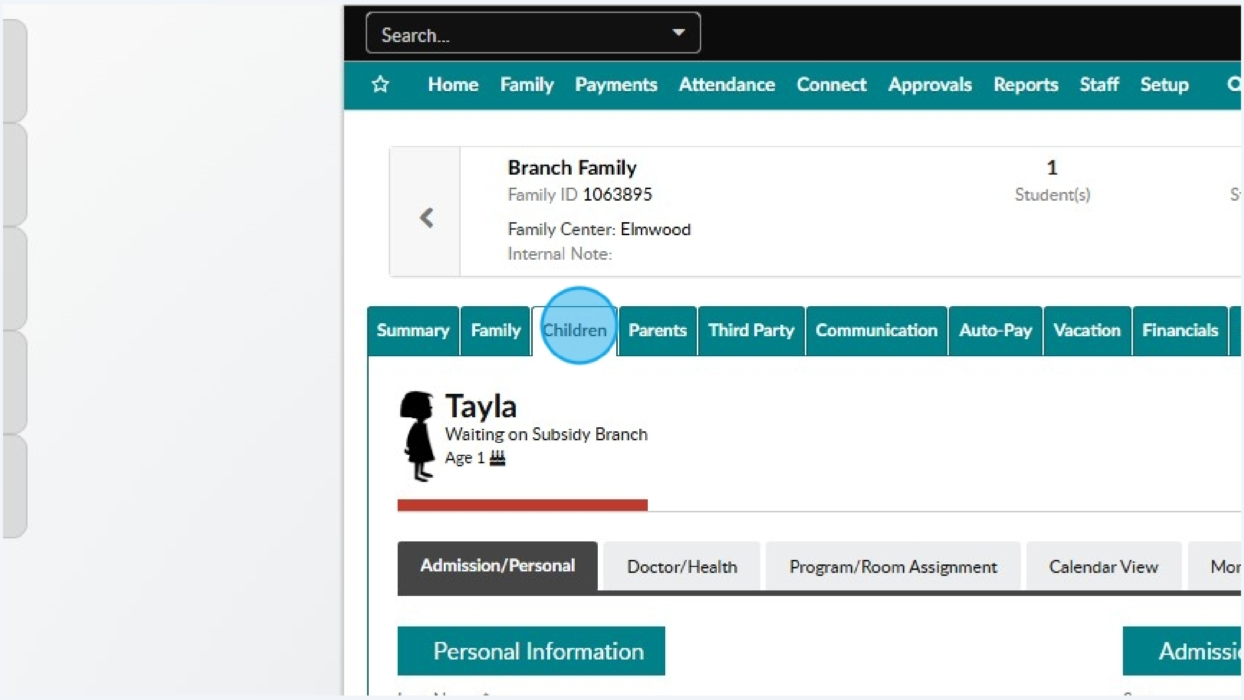
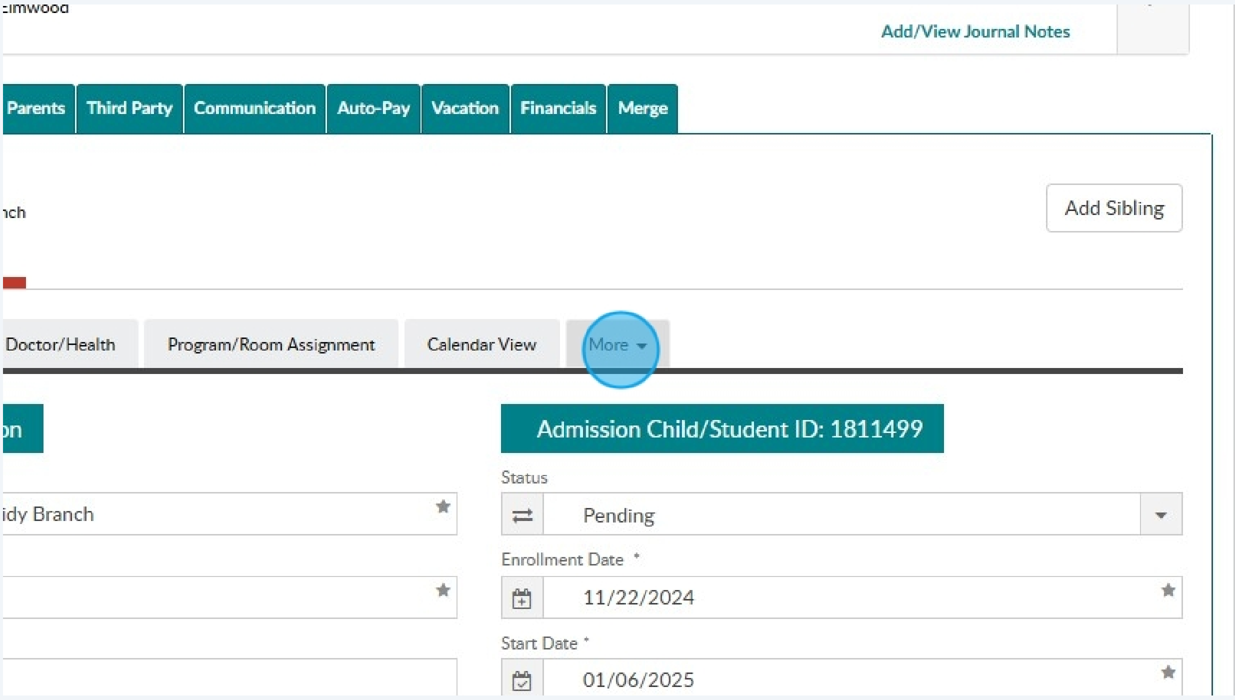
How to Upload a Custom Subsidy Document

1 Navigate to the Families Account

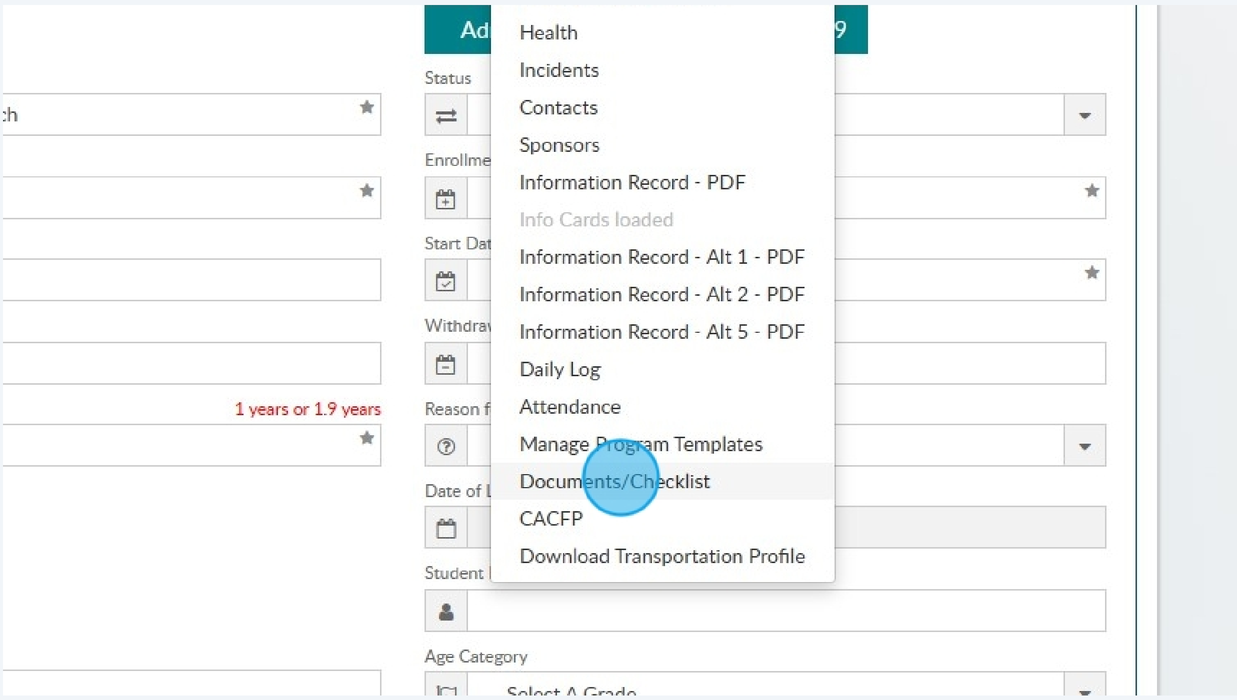
2 Click "Children"



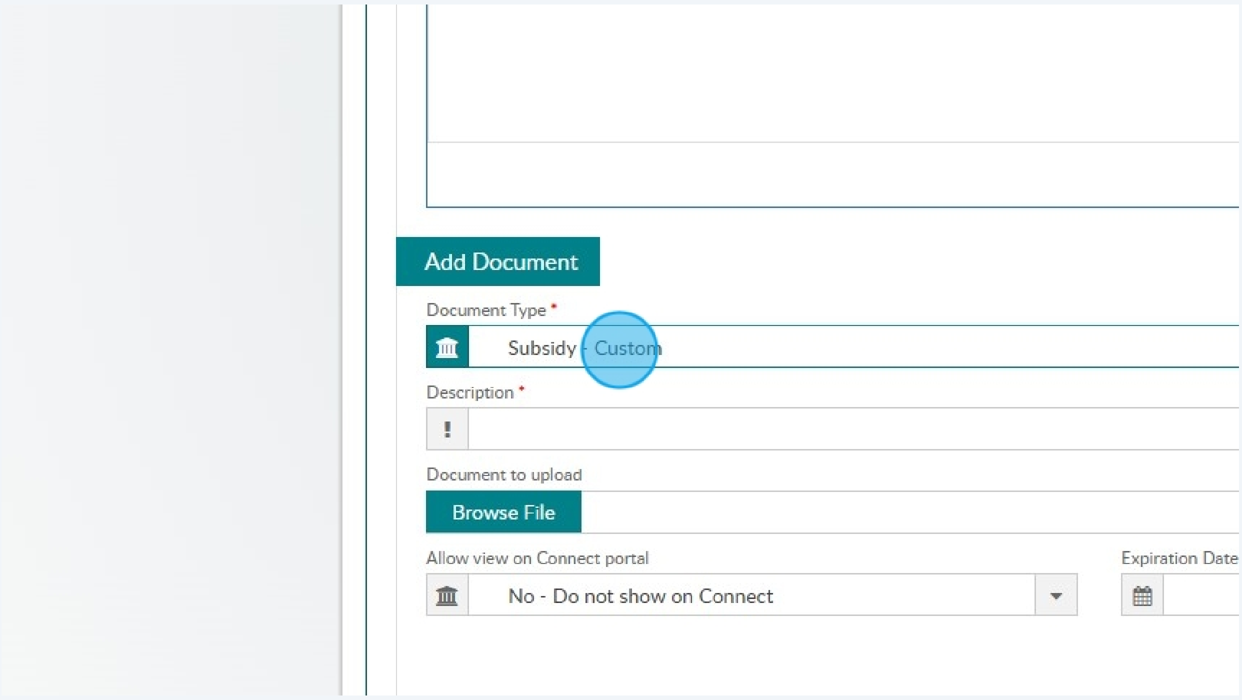
3 Click "More"



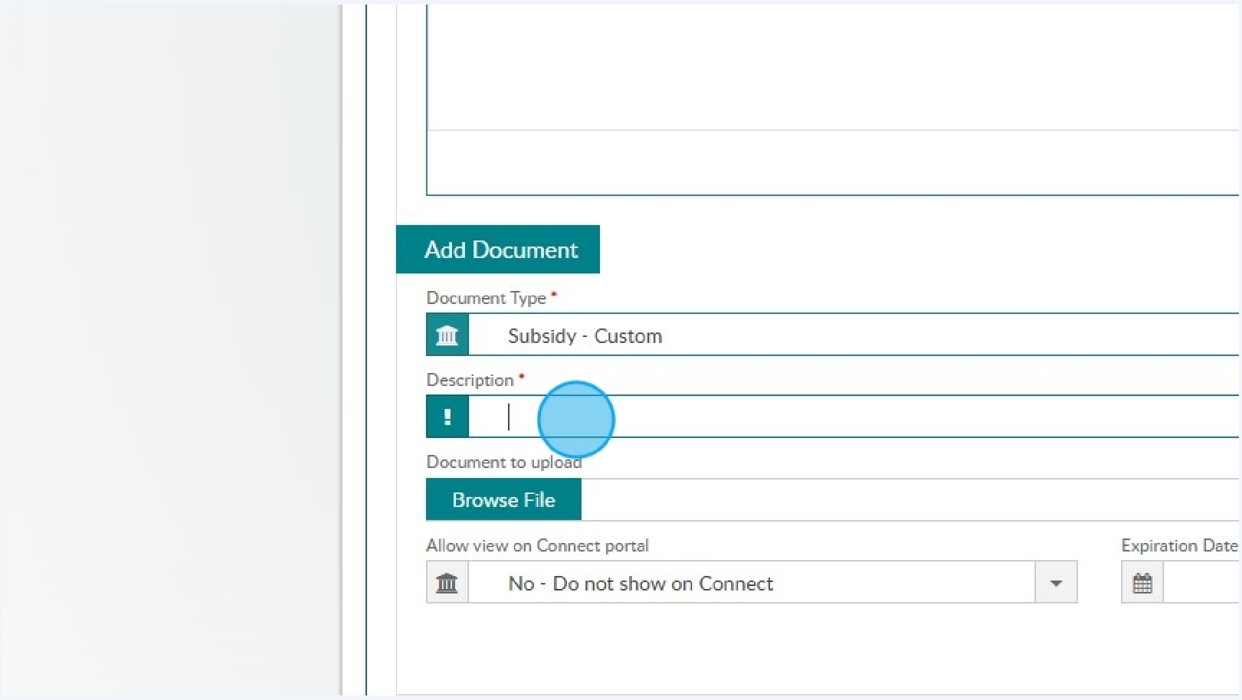
4 Click "Documents/Checklist"



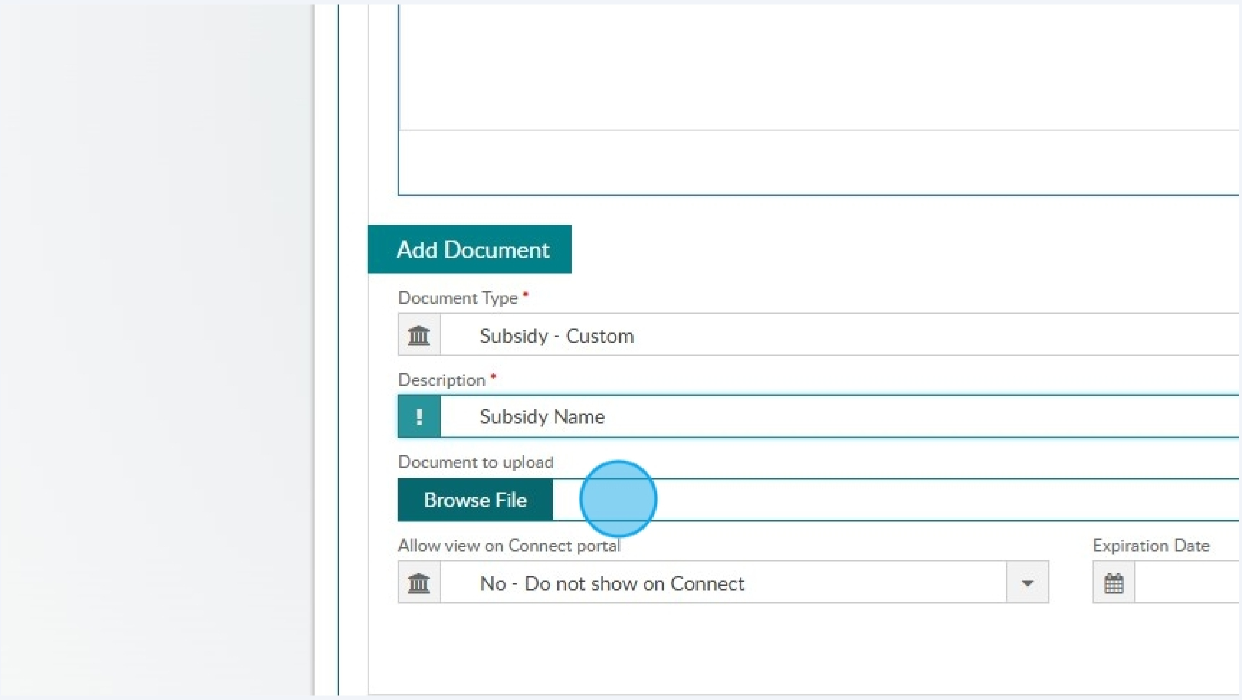
5 Select the "Subsidy - Custom" option.



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

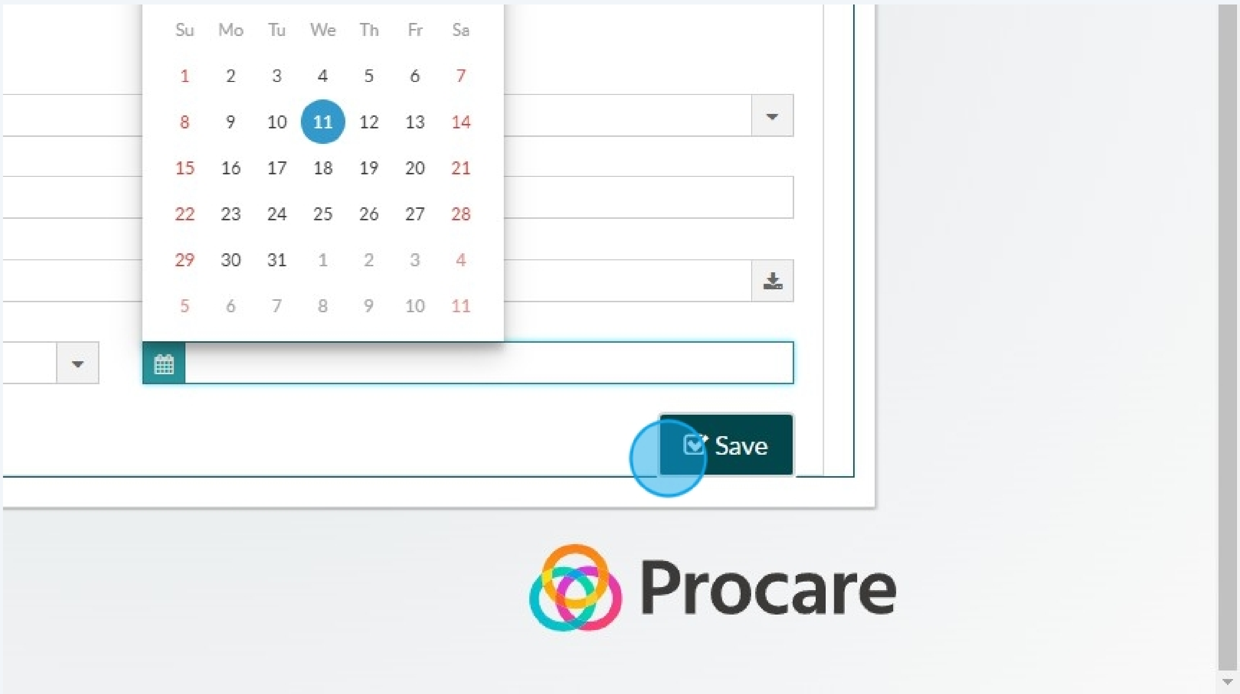


7 Click the "Document to upload" field. Select the desired document and Upload.



8 Click the "Expiration Date" field.

9 Click "Save"


Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4
5 6 7 8 9 10 11
Save
Procare