**Vision Computer Programming Services, Inc.**
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**How to Upload a Document to the Club:**

This process can be done on any type of device. Information on other devices is found at the bottom of the document. If you are using a cell phone **(YES, the Parent Portal is now cell phone/tablet friendly!)**, log in to the Parent Portal website with your credentials and click on the 3 horizontal lines below the Select language dropdown,
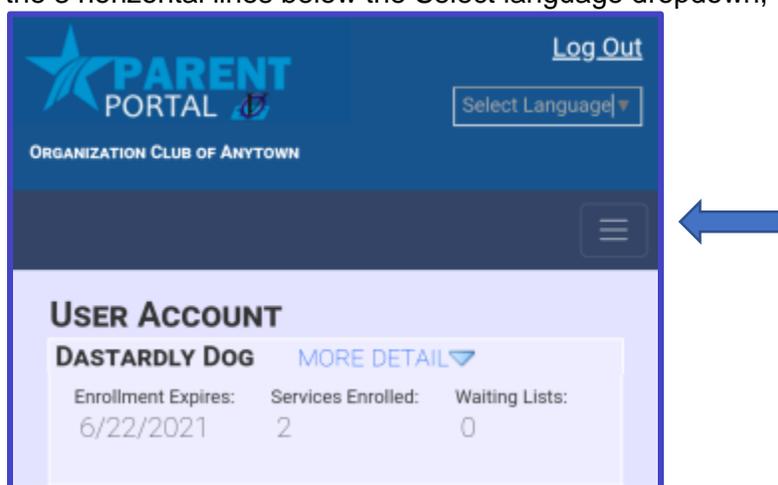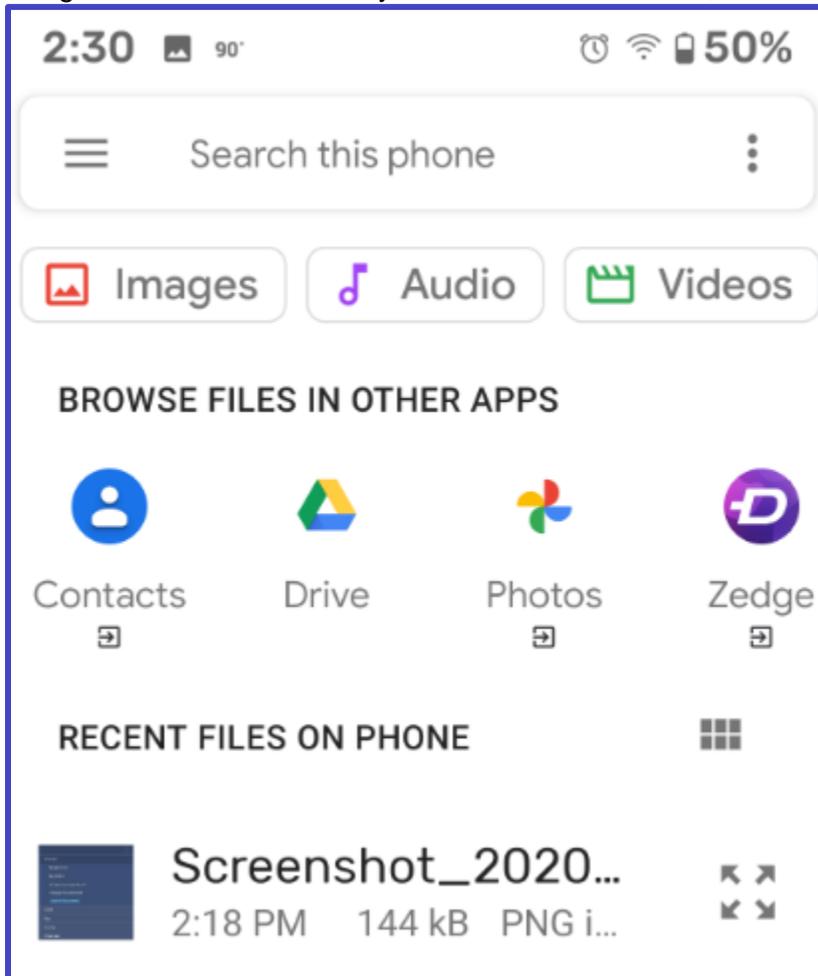


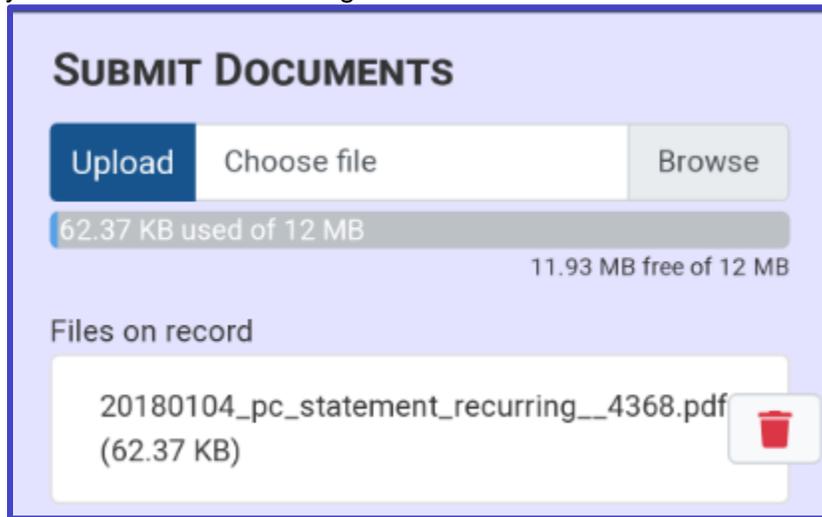then select Account and then select Submit Documents.

You will see this:

## SUBMIT DOCUMENTS

| Upload | Choose file | Browse |

12 MB free of 12 MB
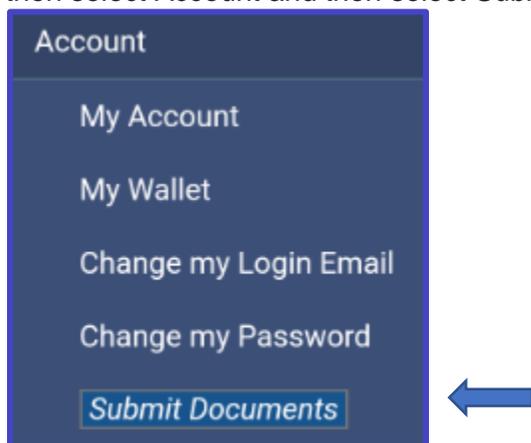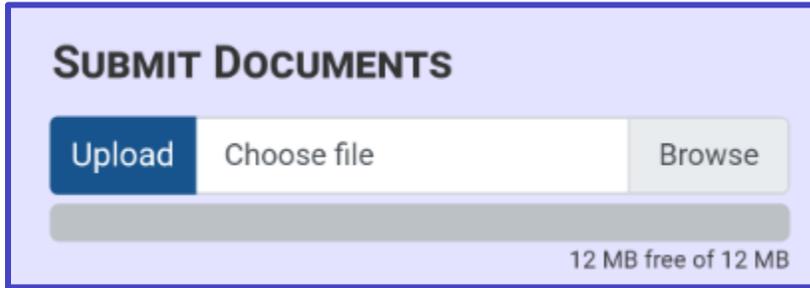
Click Browse. You will be given the option to use the camera or go to Files. You can choose the camera to take a picture of a paper document or information on a website (making sure that the picture is very clear and legible). Or if you already have the document stored, you can select File (see below) and locate the object, either in the files on the phone or your linked OneDrive or Google Drive account. Once you have selected the file, click on the Upload button seen above.

2:30  90°  50%

Search this phone

Images      Audio      Videos

BROWSE FILES IN OTHER APPS

Contacts      Drive      Photos      Zedge

RECENT FILES ON PHONE

Screenshot_2020…
2:18 PM    144 kB    PNG i…

Once your upload completes, you would see the document listed under 'Files on record' with the option of clicking the red trash can to delete if you uploaded the wrong document or changed your mind about submitting.



The process is almost identical from any other device. You must have a copy of the document that you need to submit so that you can access it from the device that you are using to access the Parent Portal. Log in to the Parent Portal website with your credentials. Under the Account tab, select Submit Documents. Then click Browse and find the document that you are wanting to submit, click on it to select it. Click upload.