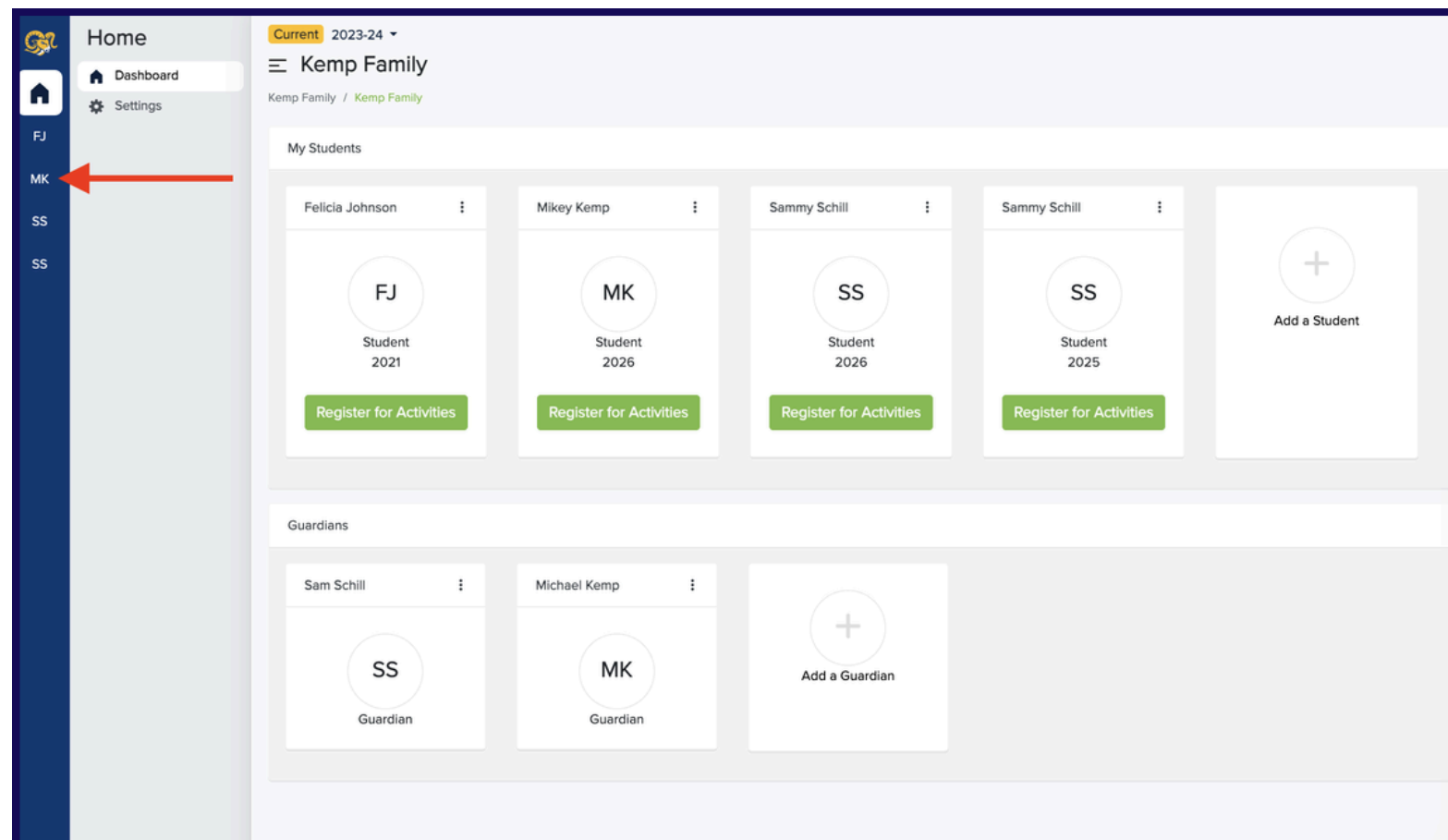
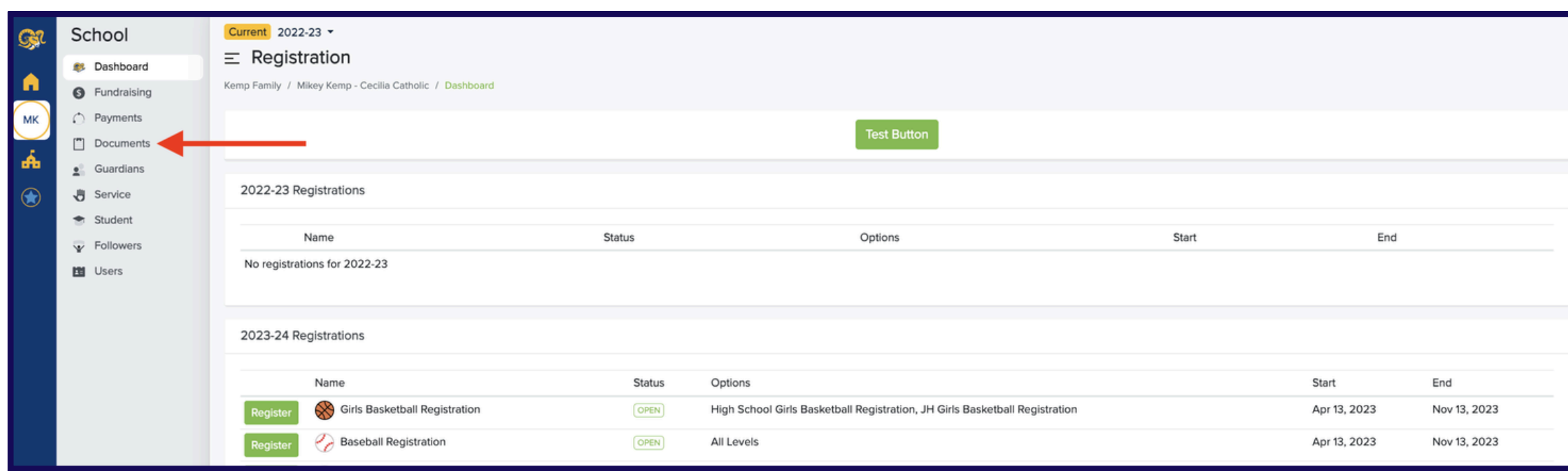


How to Upload a Physical in Bound

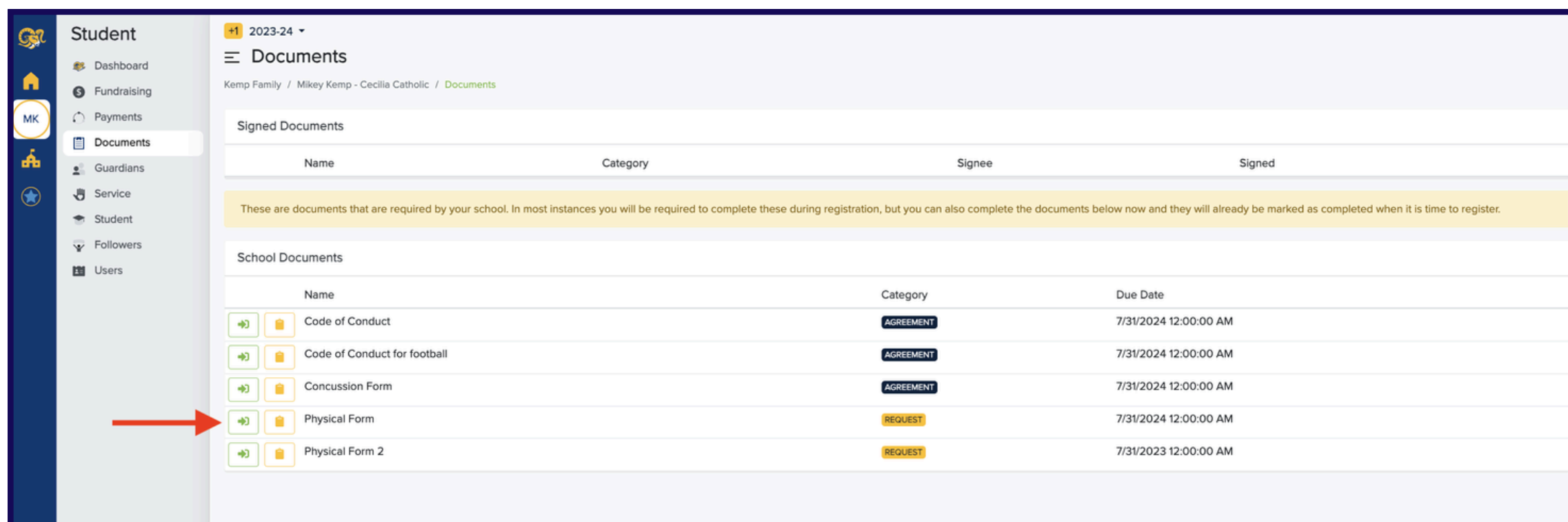
1. Log in. Select the student on the left-hand side of the screen.



2. Click the “Documents” tab on the left-hand side of the screen.



3. Whether you are uploading a physical for the first time or replacing an old one, click the green arrow next to the school document listed as “Physical Form.”



4. Scan, download, or take a photo of your Physical form and upload it. Click “Submit” at the bottom of the screen.

