



## HOW TO UPLOAD FORMS TO YOUR CAMPINTOUCH ACCOUNT

### IF YOU HAVE A SCANNER

- After completing a form, scan and save it as a Word document or a PDF document on your computer.
- After saving it as a Word document, you will need to convert the file to a PDF by clicking file/export/create PDF.
- Save as a PDF.
- Log into your CamplnTouch account, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account.
- If you are providing a copy of your insurance cards on a separate sheet, you can scan and save your Permission to Treat and copies of your insurance cards as a 2 page document.

### IF YOU HAVE A PHONE WITH A CAMERA

- Take a photo of a completed form with your phone.
- Email yourself the photo.
- Save the JPEG photo to your computer.
- Open a Word document and paste the JPEG image.
- After saving the image as a Word document, you'll need to convert it to a PDF by clicking file/export/create PDF
- Save as a PDF.
- Log into your CamplnTouch account, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account.
- If you're using this method, please make sure to include your insurance card info on your Permission to Treat form.



## HOW TO UPLOAD FORMS TO YOUR CAMPINTOUCH ACCOUNT

### IF YOU GO TO A COPY CENTER (STAPLES/FEDEX)

- Bring completed forms to the Copy Center.
- Provide the copy center with your two forms (Physician Form, Permission to Treat) and have each form emailed separately to you as PDF documents.
- Save the emailed forms to your computer.
- Log into your CamplnTouch account, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account.

**Please note we cannot accept forms via mail. You must electronically submit your forms. If you have additional questions on how to do so please contact the office at [gucieurj.org](mailto:gucieurj.org).**