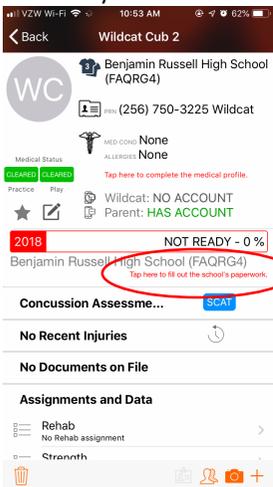# *DragonflyMax:*

How to Upload Birth Certificate from your phone
(I used an iphone to create these directions other phones should be similar.)
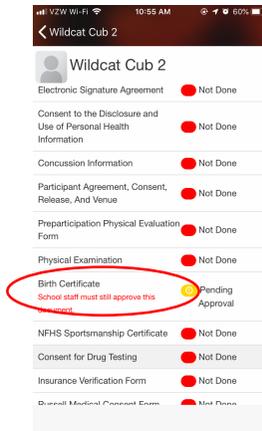
1. If you have not already downloaded the app, download the app. Type **dragonfly max** in the search bar.
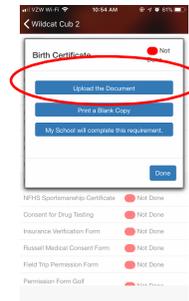2. After loggin into your app, click on your child's name.

3. Click "Tap here to fill out the school's paperwork" This will take you from the app to your internet browser.

4. Scroll down to Birth Certificate and Tap on the words "Birth Certificate."
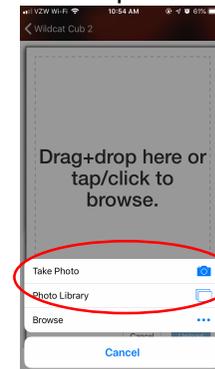

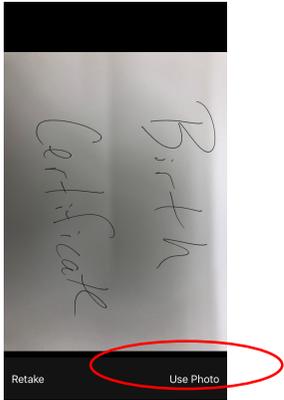5. Tap "Upload a New Copy" or "Upload the Document"

6. Tap "Drag+drop here of tap/click to browse"

7. Tap "Take Photo" Turn your phone and center the birth certificate to make the certificate fill the screen. Take the picture

8. Tap "Use Photo" at the bottom right of the screen.

9. Tap the "Upload" button

10. Your child's birth certificate is uploaded and ready to be approved by school staff