

# Online Registration Upload Proof of Residency

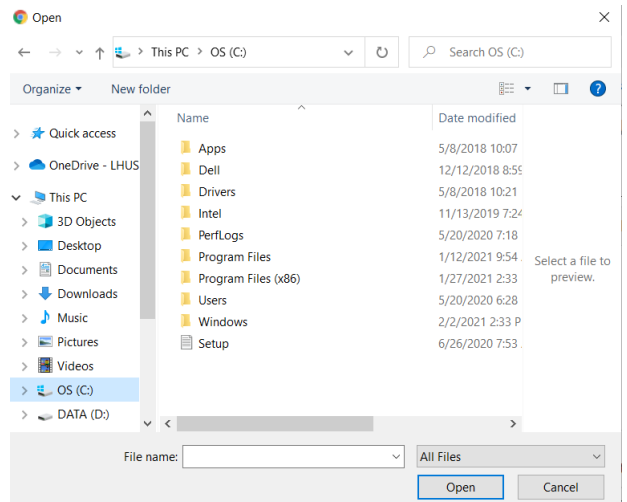
## FROM COMPUTER:

- On the Documents tab you have the option to upload your annual proof of residency electronically
- Choose Proof of Residency option in the Document Type dropdown box

The screenshot shows the 'Registration for Returning Students' sidebar on the left with the 'Documents' tab selected and highlighted with a red box. The main content area is titled 'DOCUMENTS' and 'Family'. Under 'Primary Home Address Verification:', there is a checkbox for 'I will deliver a hard copy to the school instead of uploading it.\*'. Below that is a 'Document Type\*' dropdown menu set to '04: Proof of Residency', with a red arrow pointing to it. At the bottom is a 'Select document\*' label and an 'Upload' button, with a red arrow pointing to the button.

- Click on the Upload button and navigate to the location of your file

- Click the Open button

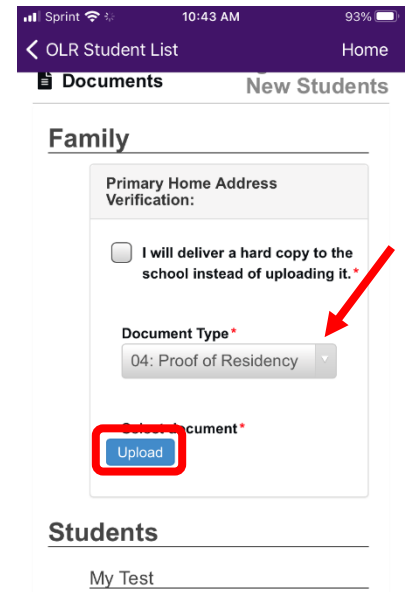


- File will be attached to all students being registered

The screenshot shows the 'Primary Home Address Verification:' section of the registration form. The 'Document Type\*' dropdown is set to '04: Proof of Residency'. Below it, the 'Select document\*' field is highlighted with a red box and contains a red minus icon followed by the text 'awesome 3.jpg'.

## FROM MOBILE DEVICE:

- On the Documents screen you have the option to upload your annual proof of residency electronically
- Choose Proof of Residency option in the Document Type dropdown box
- Click on the Upload button



OLR Student List Home

Documents New Students

Family

Primary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.\*

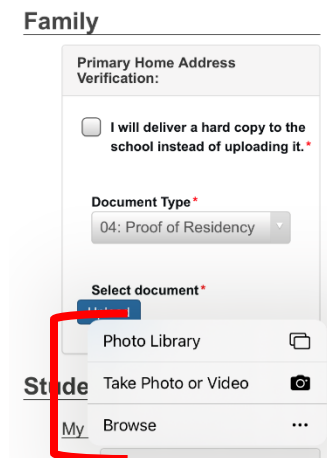
Document Type\*  
04: Proof of Residency

Upload

Students

My Test

- Click to take a photo  
OR
- Choose a photo in your library



Family

Primary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.\*

Document Type\*  
04: Proof of Residency

Select document\*

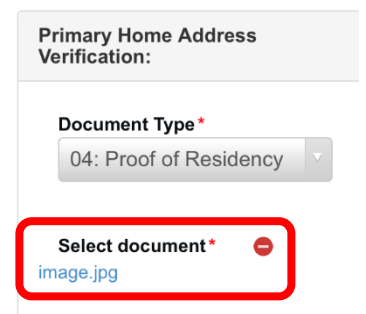
Photo Library

Take Photo or Video

My Browse

- File will be attached to all students being registered

## Family



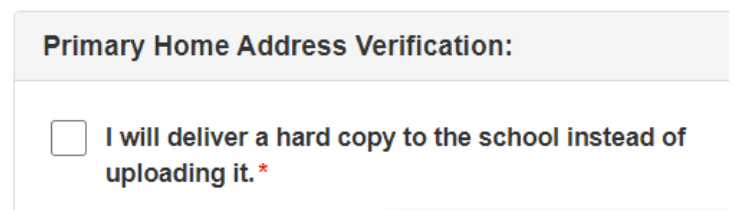
Primary Home Address Verification:

Document Type\*  
04: Proof of Residency

Select document\*  
image.jpg

## NO COMPUTER OR MOBILE DEVICE:

- If you do not have the ability to upload a file electronically you can check the box for "I will deliver a hard copy to the school instead of uploading it"
- Bring the document to the school(s) as soon as possible



Primary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.\*