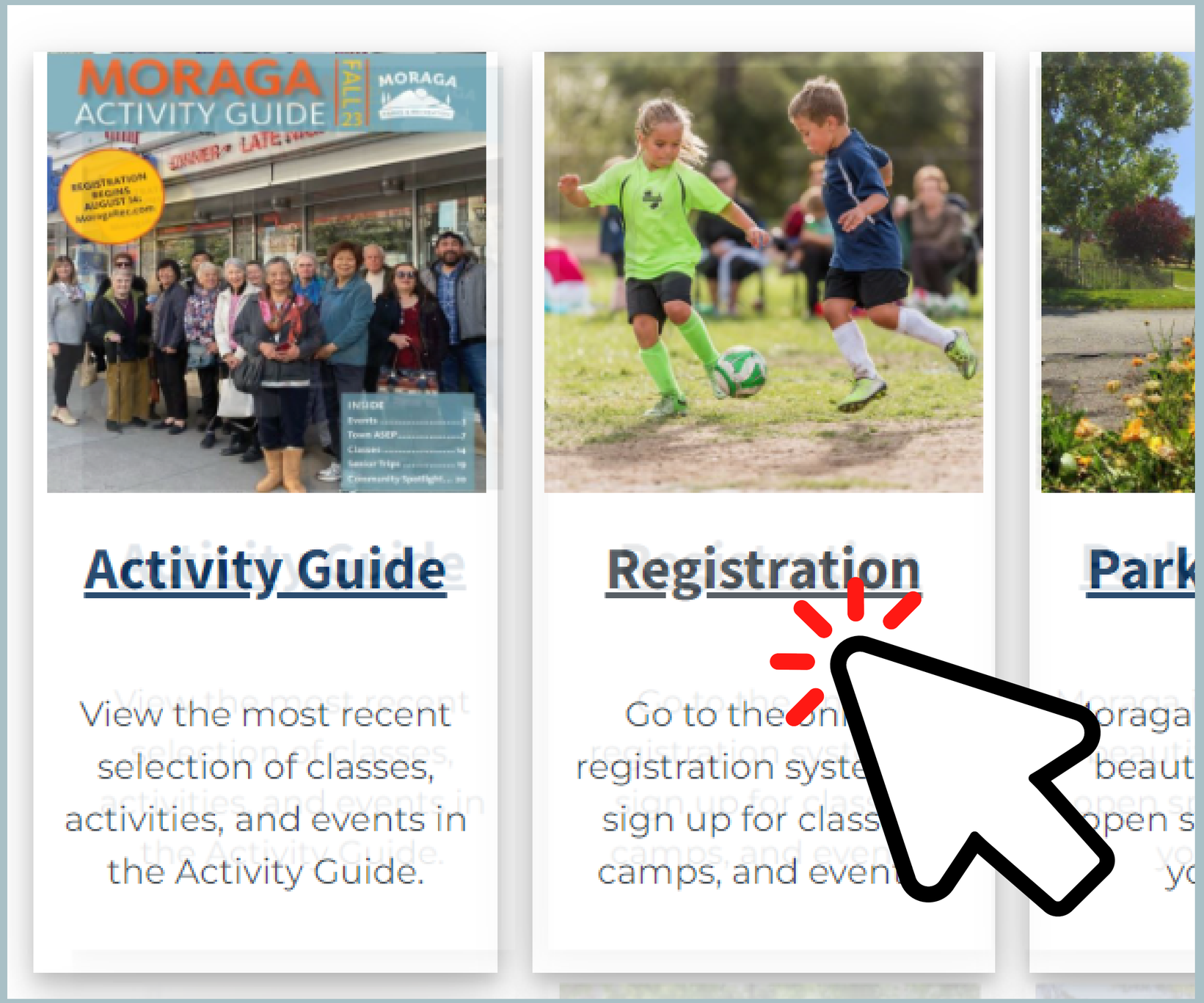
Upload Document Tutorial

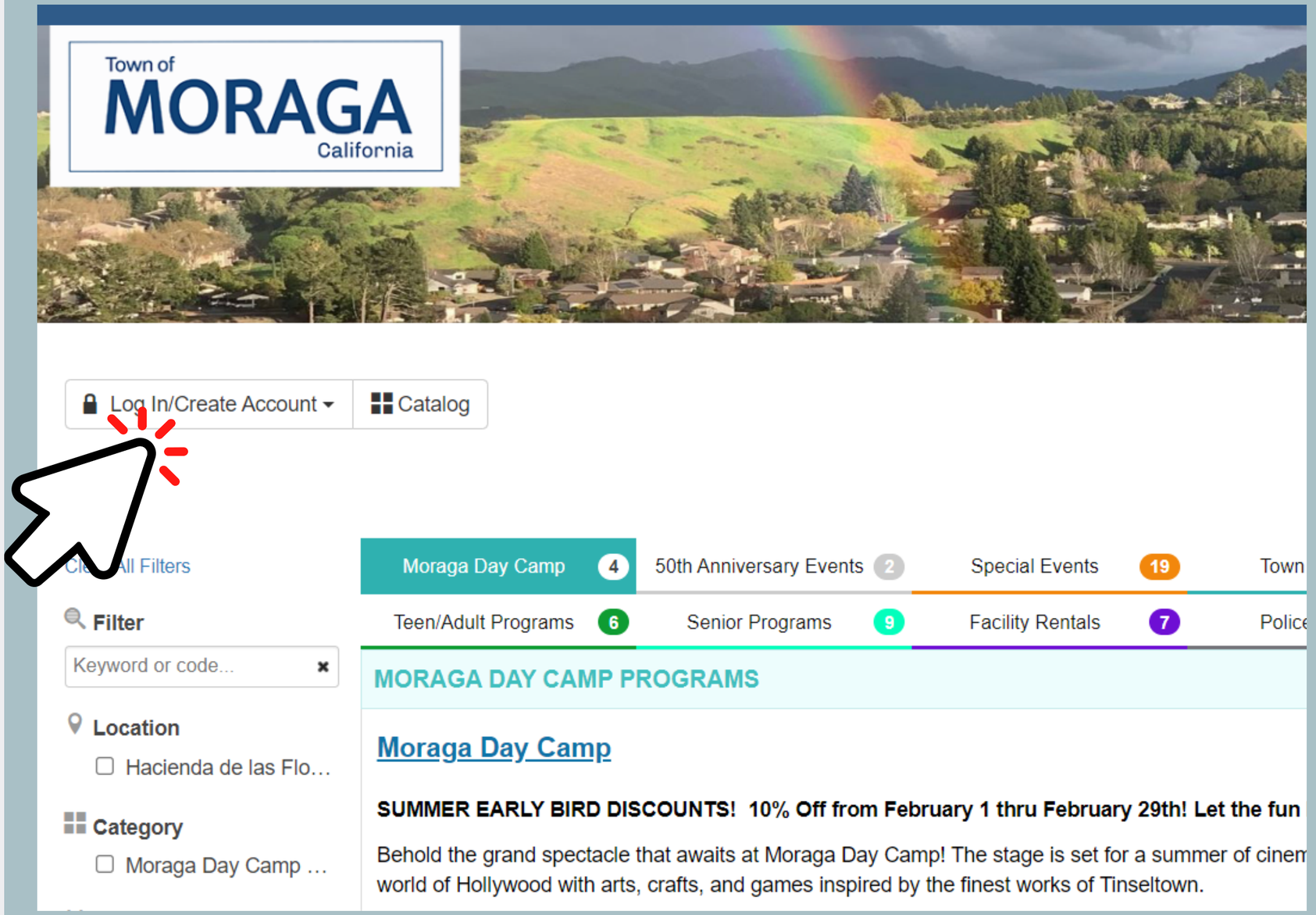
Step 1

- visit MoragaRec.com
- Click on Registration



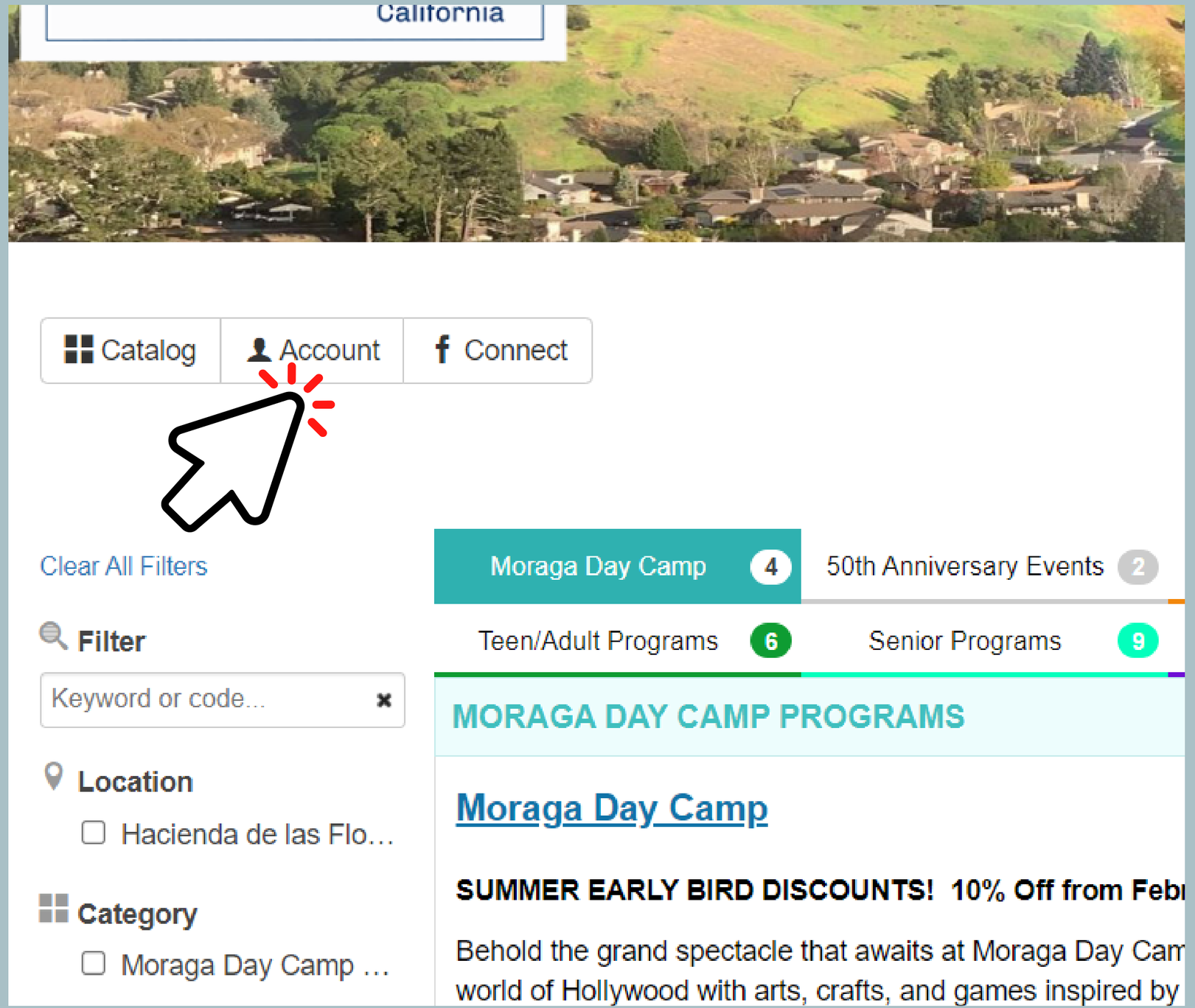
Step 2

- Click on “Log In/Create Account” to access your Account Page



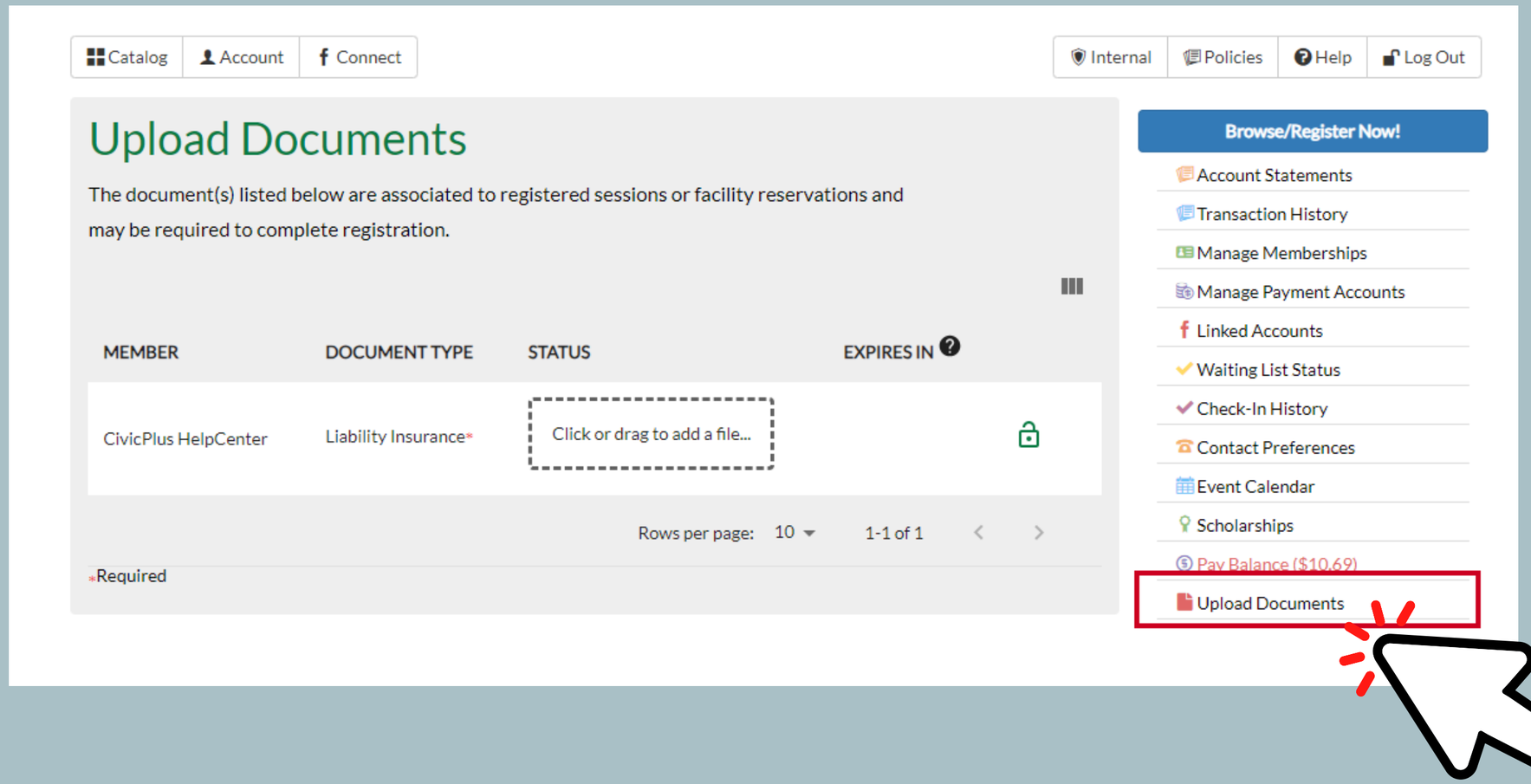
Step 3

- Click on “Account”



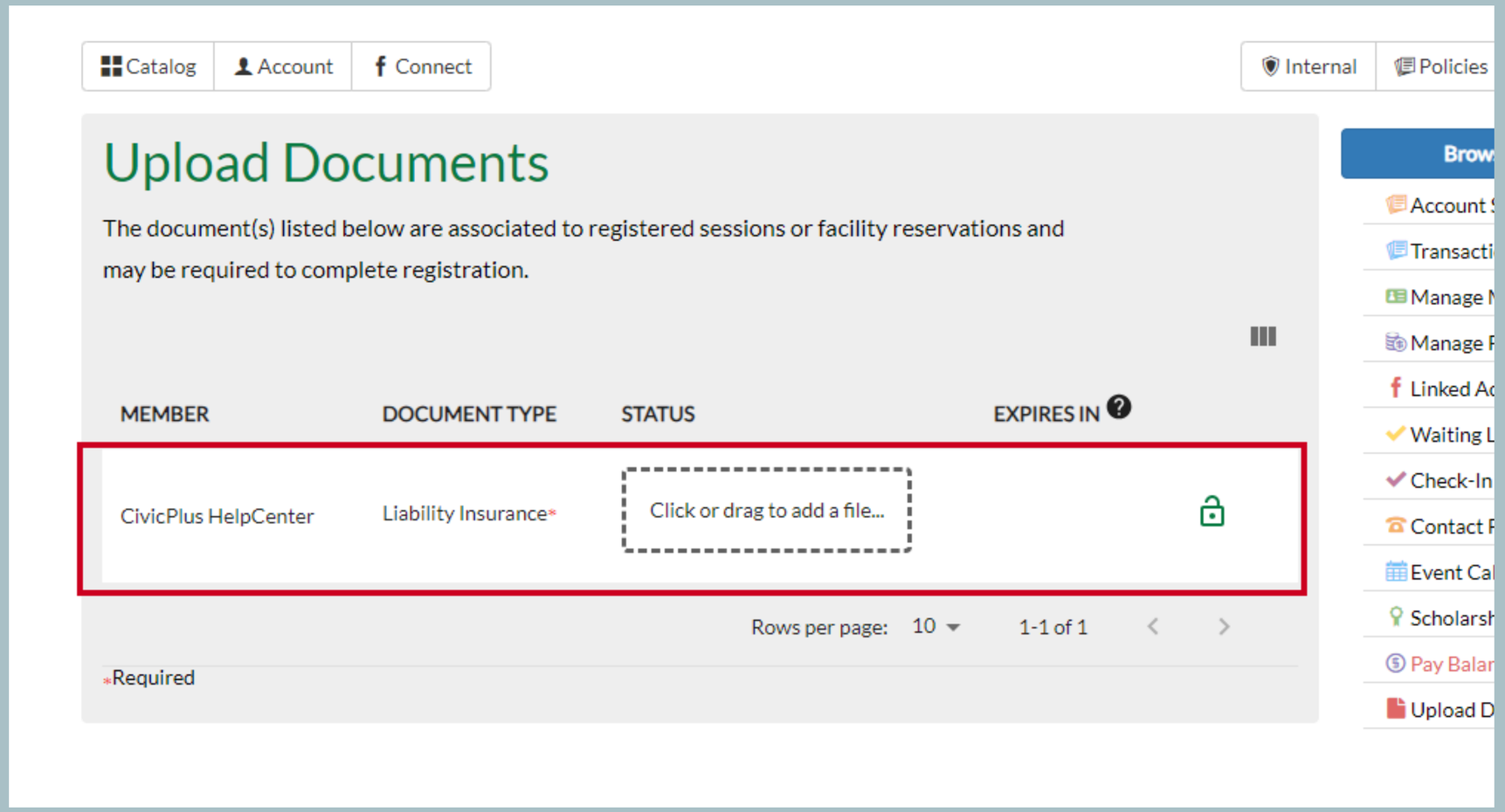
Step 4

- You can now see your account members.
- Click on Upload Documents.



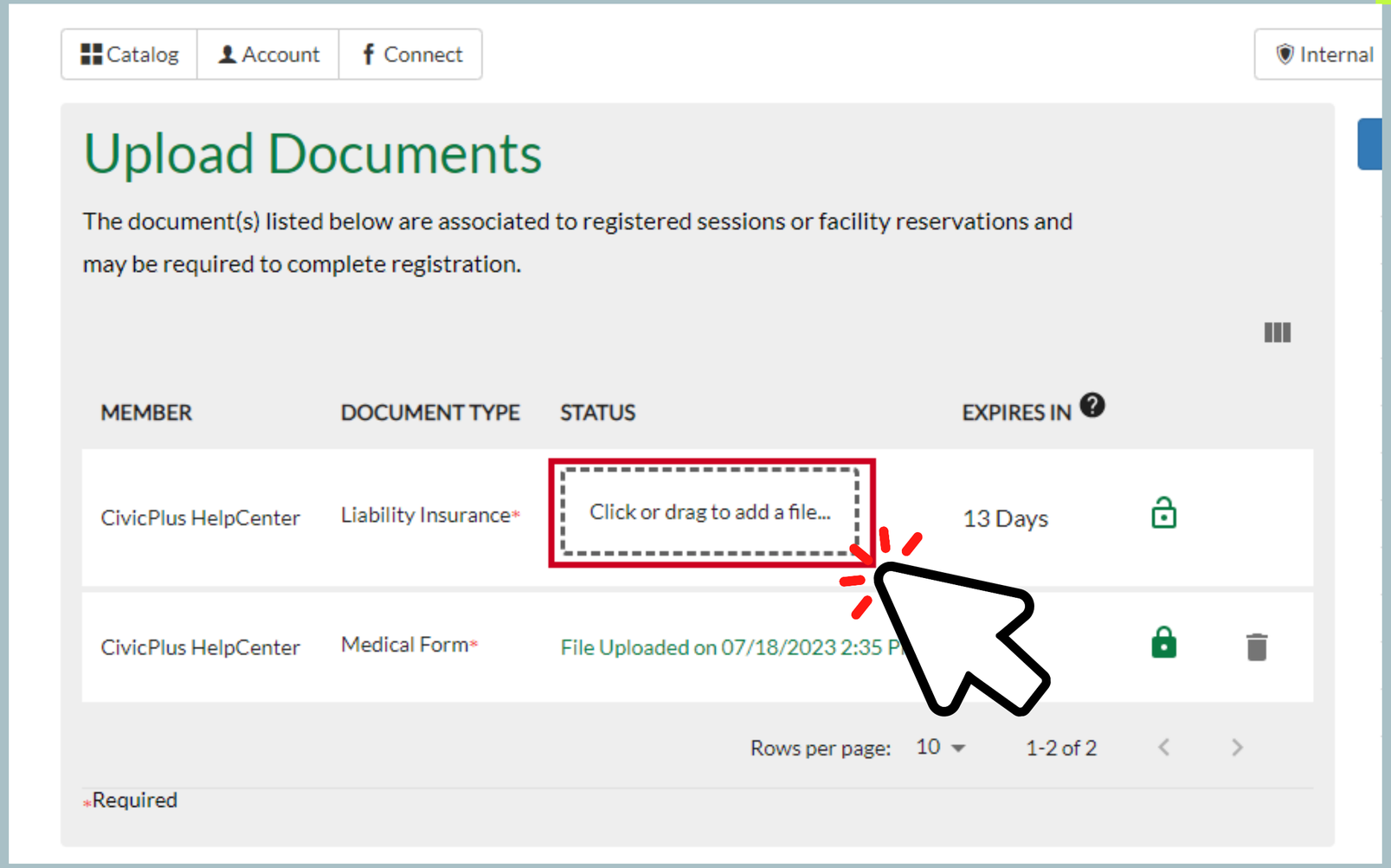
Step 5

- View the list of Documents related to your programs that need uploading.



Step 6

- Click or Drag to add the file to your account.
- When completed, the Status will change to File Uploaded on -Date-

These Documents are secured and are HIPAA Compliant. Only Specified Town Staff will have access to this information.

- Camp Counselors
- Camp Director
- Program Coordinator
- Program Supervisor
- Program Director
- Administrative Assistant