1. Select child
2. Click “Health” or “Immunization”
3. Click Attachments Tab
4. Click “add attachment”
5. Select the file you want to upload
6. Click open
7. Attachment type, select from the drop-down
8. Description: ex 12mo wcc, 24 mo dental, 12 mo lead
9. Click “save” at bottom of the page
10. Click “save” at top of the screen