



1192 Smith Lane | Bruceville, TX 76630

Tel: 254-859-5411

Greene.org

gfc@urj.org

## 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 CampInTouch 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 – Option A:

- 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 CampInTouch 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.*

### If you have a phone with a camera – Option B:

- Download a Scan/Fax/PDF creator App from your app store. Many families have used 'Genius Scan' successfully.
- Open App and follow instructions for creating a PDF by taking a picture. When you export the photo to email, select the PDF format.
- Email yourself the PDF photo and save them on your computer.
- Log into your CampInTouch account on your computer, 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.*

### If you're able to go to a Copy Center (Staples charges \$.50 per page to scan and email a document and other facilities have scanning abilities for comparable fees):

- Bring completed forms to the Copy Center
- Provide the copy center with your 2 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 CampInTouch 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

## WE CANNOT ACCEPT FORMS BY EMAIL / FAX

Questions? Call or email our office at 254-859-5411 | [gfc@urj.org](mailto:gfc@urj.org)