



## How To – Upload a Home Study

1. From “Home” click the **Family Tasks** tab.
2. If you do not see your families, click the blue **My Active Families** bar.
3. Find the family you are uploading for.
  - a. If you do not see the family they may not be active, look for them in the ‘placed’, ‘inactive’, and ‘on hold’ families in the green box.
4. Click the drop down box in the family’s row and choose **Upload Home Study**.
5. Completely fill in the information for the home study including the date that the home study was signed, the type of home study document. You can browse and select the home study from your computer.
  - Caution:
    - Only one home study document can be uploaded at a time
    - Individual documents should not exceed 5Mb
    - The sum total of all documents should not exceed 10Mb

- Make sure the home study has not expired
- Make sure the home study is signed and dated
- While we prefer .doc and PDF file types, we will accept other formats as well; however, they are difficult for some readers to view them.

6. Click the **Save** button.

The home study has been uploaded for the family.