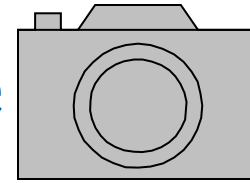


# Uploading Documents to Wellsteps

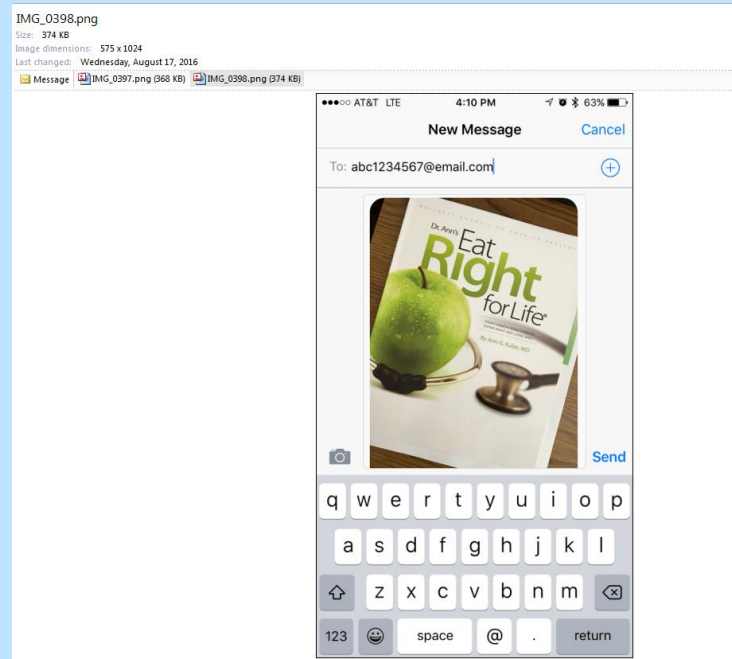


# Step 1: Take a Picture



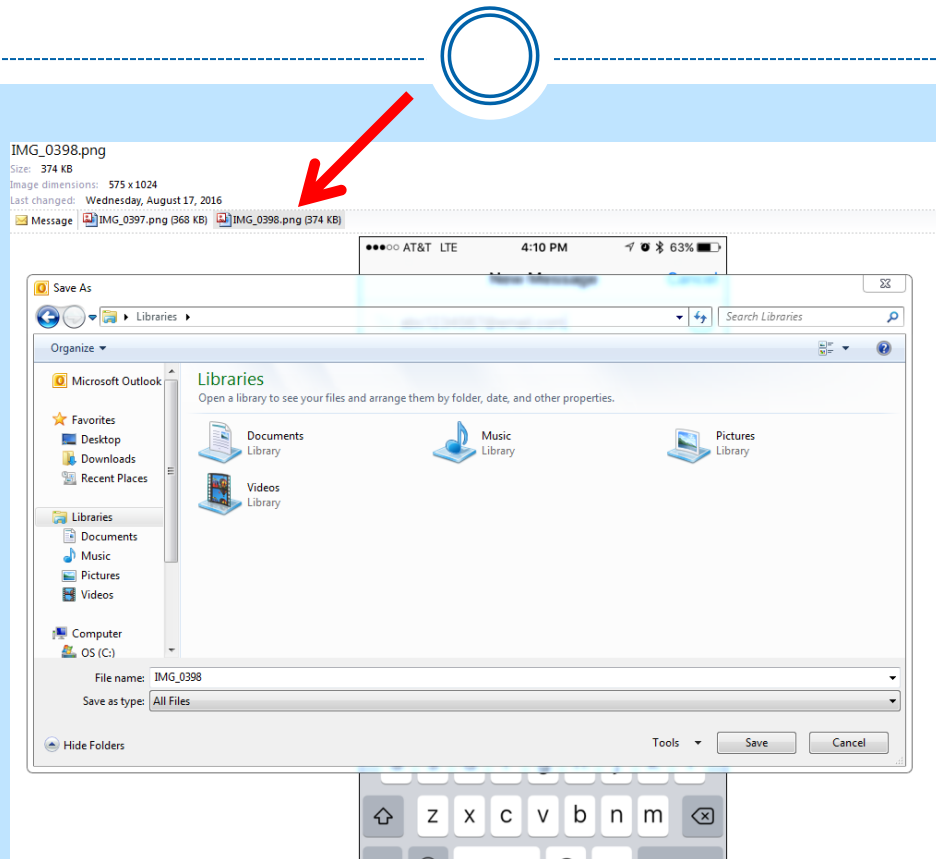
- Take a picture of the document or event bib number and email it to yourself

# Step 2: Save Photo of Document



- Save the photo from your email to your computer

# Step 2 continued...

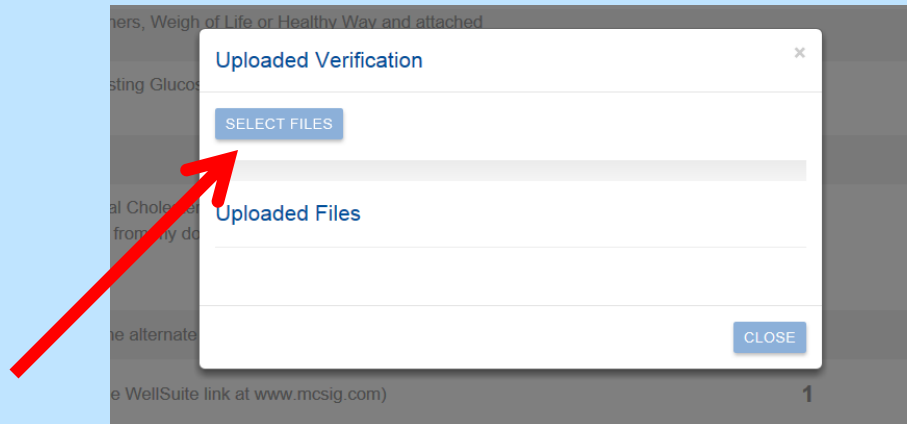


- Double click on the attachment and click **Save**

# Step 3: Uploading to Wellsteps

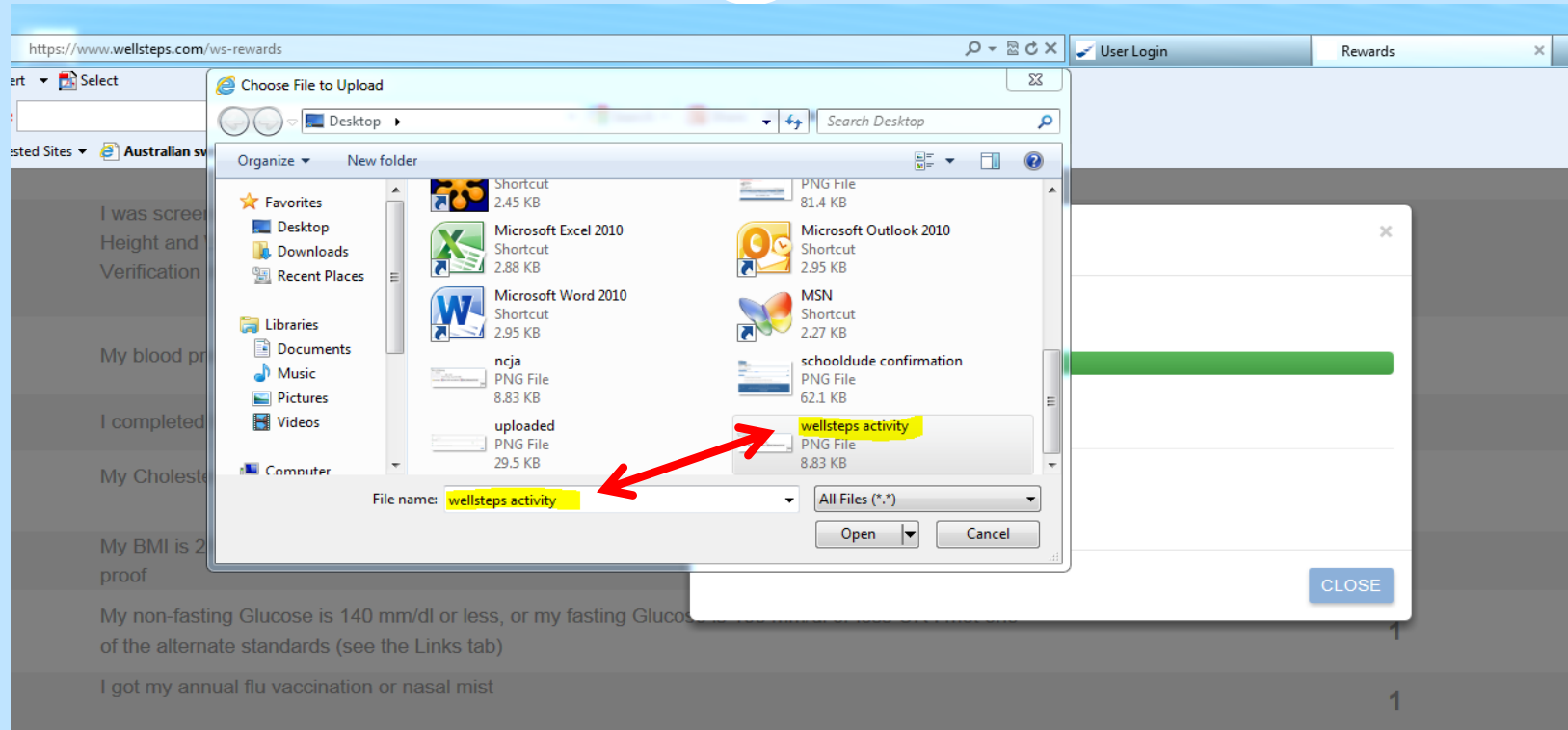


After you check off your health activity on Wellsteps.com follow these steps:



- You will be prompted to upload verification (photo of document) with this popup box
- Click **SELECT FILES**


# Step 4: Search for photo of Document



- Choose photo and click **Open**

# Step 5: Hit SUBMIT

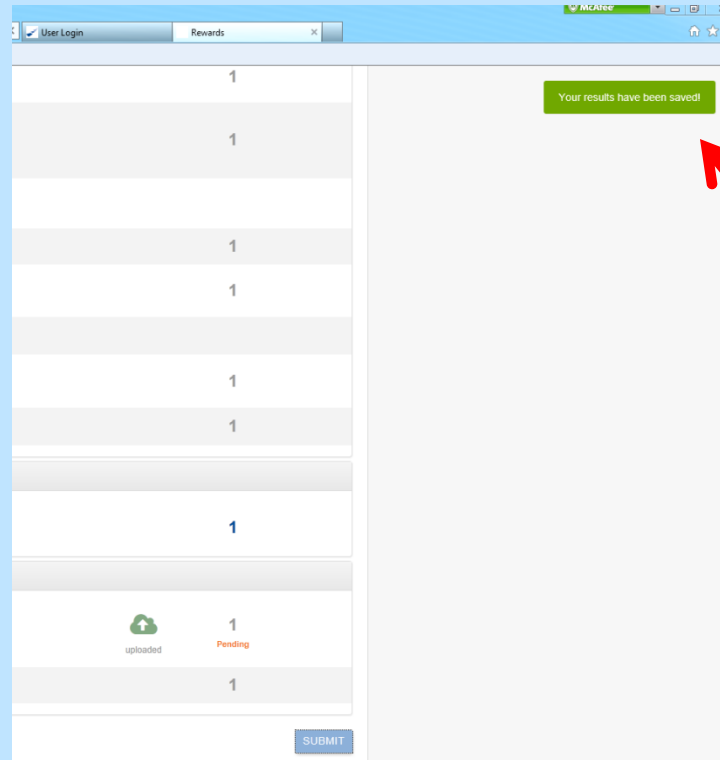
A screenshot of a web form titled "Wellness Challenges". It contains three rows of challenge entries. The first row is "I am tobacco free!" with a green checkmark icon and the number "1". The second row is "I completed the Eat Right For Life Nutrition Challenge" with a green checkmark icon, an "uploaded" status with a cloud icon, and the number "1" with the word "Pending" in red below it. The third row is "I participated in the MCSIG Spring Special Event (TBA)" with an empty circle icon and the number "1". At the bottom right of the form is a blue "SUBMIT" button. A red arrow points from the bottom right corner of the slide towards this button.

<input checked="" type="checkbox"/>	I am tobacco free!		1
Wellness Challenges			
<input checked="" type="checkbox"/>	I completed the Eat Right For Life Nutrition Challenge	 uploaded	1 Pending
<input type="checkbox"/>	I participated in the MCSIG Spring Special Event (TBA)		1

SUBMIT

- Hit **SUBMIT** at the bottom right corner

# Final Confirmation- Success!



- You will see a green message box at the top right corner that says **“Your results have been saved!”**



# Thank you!



## **Your points will be verified within 1-3 weeks**

For more information contact:

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**(831) 755-0161**