

Elmira City School District



Administration Building
430 W. Washington Avenue
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Phone: (607) 735-3000
www.elmiracityschoools.com

Submitting Documents Electronically with the Secure Document Portal

The Secure Document Portal is available to allow you to submit registration documents electronically using the camera on your smartphone or tablet or a scanner attached to your computer.

1. Open your web browser on your phone or computer and go to www.elmiracityschoools.com
2. Click on the menu icon and select Student Services (phone) or select Student Services from the main menu.
3. Click on Registration on the Side Navigation
4. Select Submit Registration Documents

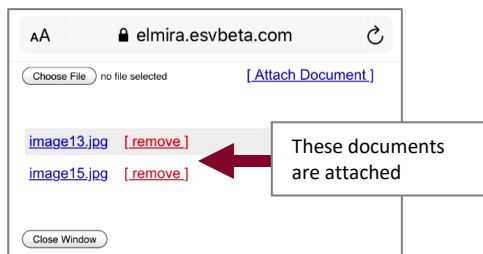
OR access the page directly at:

https://www.elmiracityschoools.com/student_services/registration/submit_registration_documents

5. Click to Access the Secure Document Portal
6. Fill in your first name, last name, phone number and email address in the new window.
Please use a phone number where we can reach you if we have a question about your documents.
7. Select the type of document or documents you are uploading. You can upload multiple documents in multiple formats and file types (PDF, JPG, or PNG is preferred).

On your Smartphone:

- a. Click the Upload Documents button
- b. Click the Choose File button (you may need to pinch to zoom on this page on your smartphone)
- c. Select Take Photo or Video
- d. Point your camera phone at your document and take a picture. Make sure there is enough light to read the document but make sure there is not a glare.
- e. Select Use Photo
- f. Click on Attach Document on the left
- g. The document will appear in the list below the Choose File button.

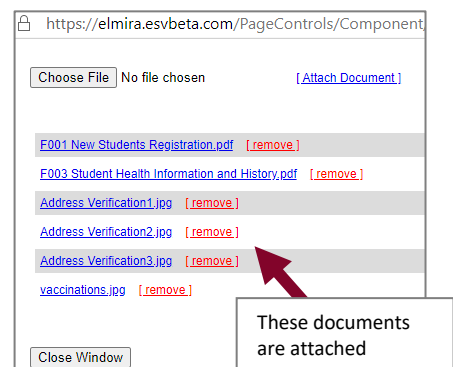


- h. Repeat steps a-g to attach multiple documents
- i. Click on the Close Window button

(these instructions may vary based on the phone model but should be similar)

On your Computer:

- a. Scan your documents and save to a location such as My Documents
- b. Click the Upload Documents button
- c. Click the Choose File button
- d. Select one of the documents you scanned in step a
- e. Click on Attach Document on the left
- f. The document will appear in the list below the Choose File button.



- g. Repeat steps c-f to attach multiple documents
- h. Click on the Close Window button

8. Complete the simple math problem to validate (this prevents bots from auto-submitting junk)
9. Click submit. You will get a verification page that shows the date and time submitted. We will review your documents and email you to let you know they were received or call or email if we have questions.