



How to Upload Forms to your CamplnTouch Account

If you have a scanner:

- After completing a form, scan and save it as a **PDF document** on your desktop.
 - Log into the “Forms and Documents” section of your CamplnTouch account, scroll down to the respective form, click on the “UPLOAD” arrow on the right side of the screen, then choose the saved PDF file from the desktop.
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If you have a smart phone or tablet with a camera:

- Download the free app called “CamScanner” (Available for Android and iPhone).
 - Take a picture of the documents (you can select either a single page or a batch).
 - Click “Email” at the bottom of the screen.
 - Select PDF file.
 - Email the form to yourself.
 - Open your email and save the attached file to your desktop.
 - Log into the “Forms and Documents” section of your CamplnTouch account, scroll down to the form you are trying to upload, click on the “UPLOAD” arrow on the right side of the screen, then choose the saved PDF file from the desktop.
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THANK YOU FOR UPLOADING YOUR FORMS TO OUR ONLINE SYSTEM!

FOR A VIDEO TUTORIAL VISIT [HTTPS://VIMEO.COM/122874224](https://vimeo.com/122874224)

Questions? Contact our office: 857-246-8677 | jblevy@urj.org