Upload Player Birth Certificate

- You should see a page that looks similar to this (this is a test account I have on the system).
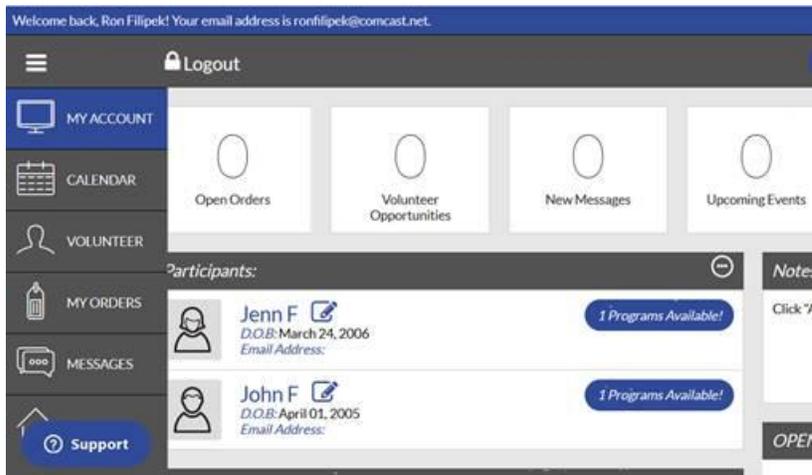
Click on the Pad and Pencil icon next to the player. You should see a page that looks like:

Click on the blue plus sign next to the words Birth Certificate. You will be sent to a page that looks like"
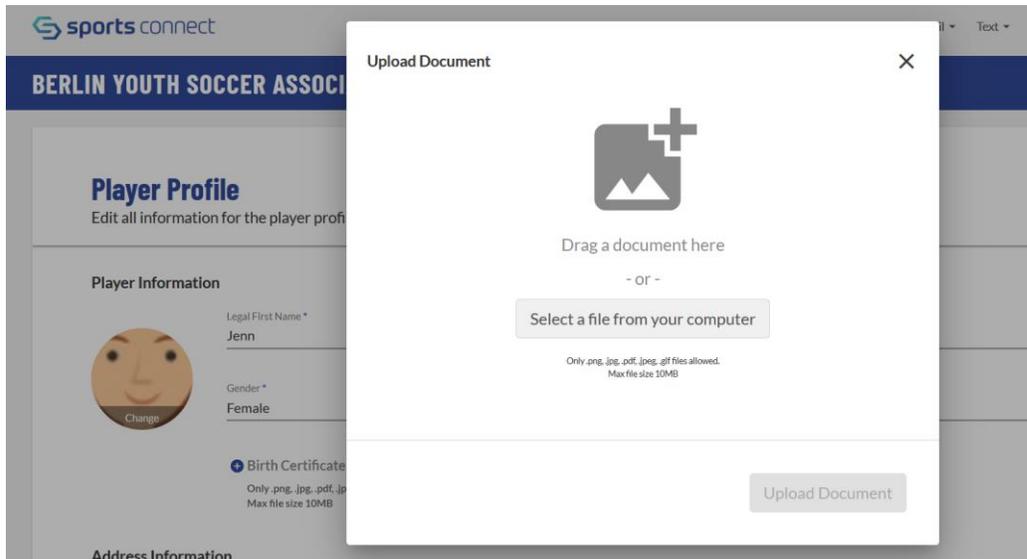
You can either choose your file with the birth certificate or drag it onto the page. (It must be either a jpeg, jpg, gif, or png format). You will then have a page that looks like:
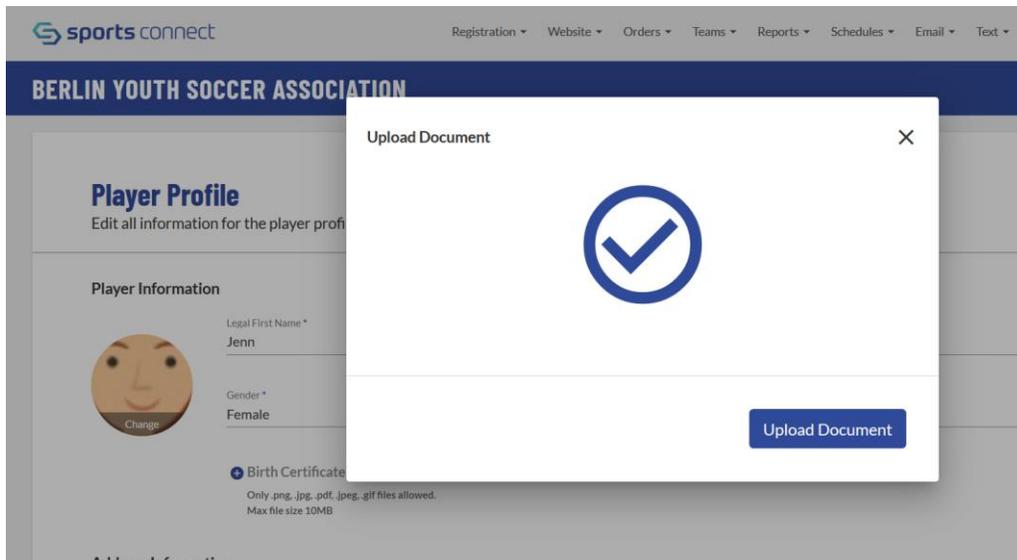
Click on the button entitled Upload Document. Your will then see this page. Note that the wording next to the Birth Certificate now says Document Verified. This means that he upload was successful. (Once verified by the state association, the birth certificate will no longer be visible within the system.)

Player Profile
Edit all information for the player profile.

Player Information

Legal First Name *
Jenn

Legal Last Name *
F

Gender *
Female

Date of Birth *
3/24/2006

Birth Certificate   Document verified

Address Information

Remember to click Save at the bottom of this Player Profile page.

That should do it.