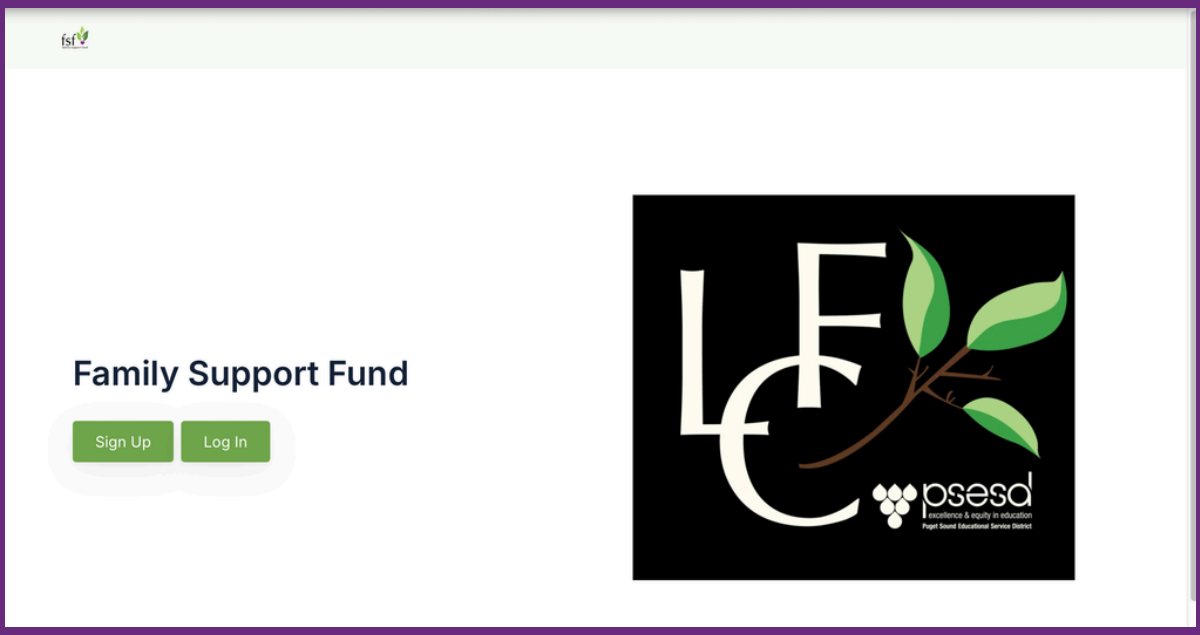
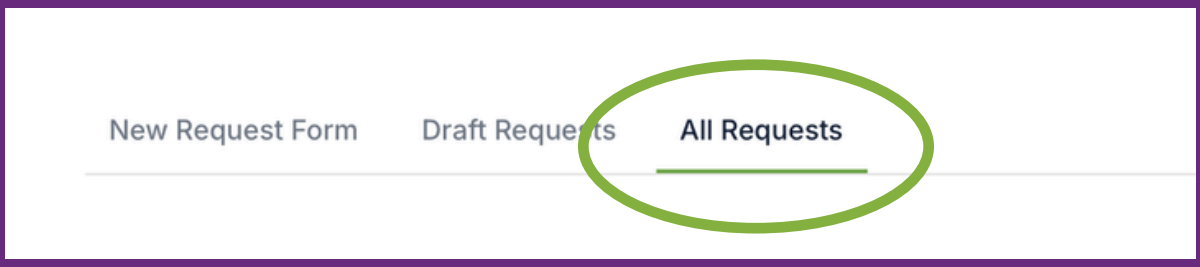
How To Upload Receipts

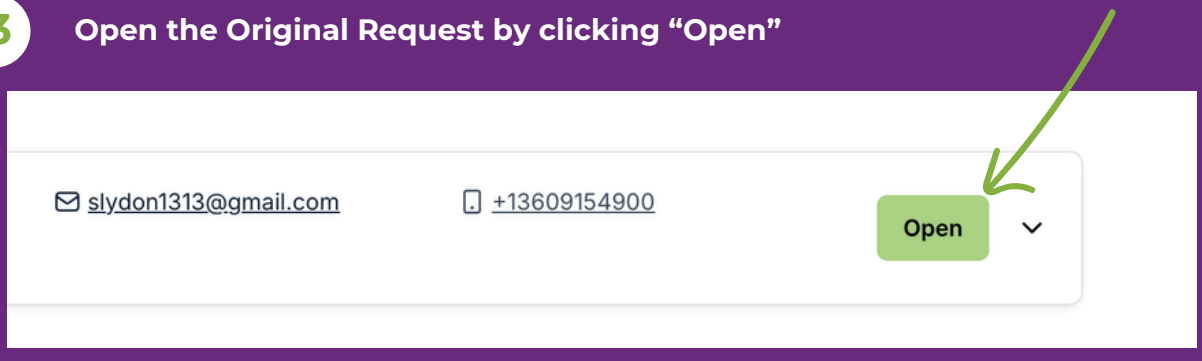
1 **<u>You will Upload receipts directly into the portal you used to make the original request - Log in</u>**



2 **Go to the Original request for this family by navigating to "All Request"**



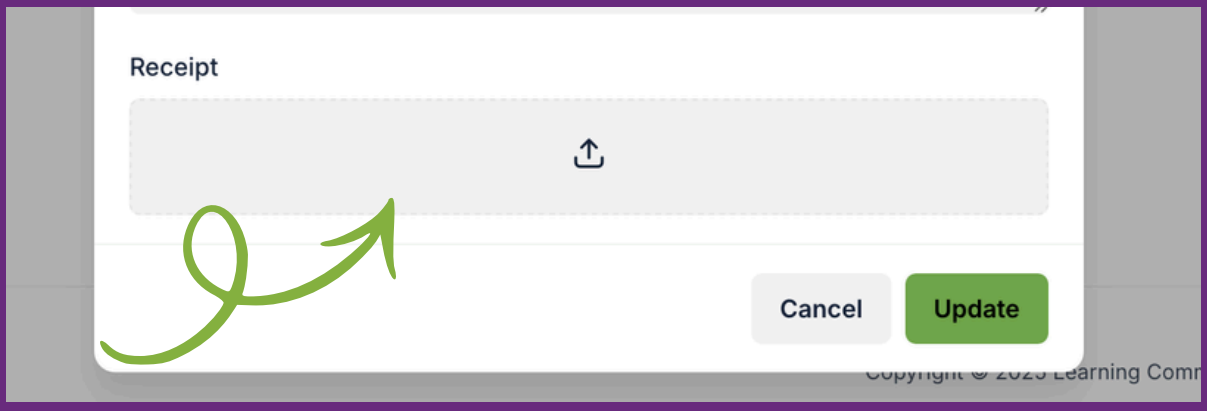
3 **Open the Original Request by clicking "Open"**



4 Once in the Request scroll to the bottom of the page and click “Edit”



5 When the Pop up opens scroll to the bottom where it says “Receipt” .Drag or Click the file to attach it and then click “upload”



6 Once File(s) are attached click the “Update” and LCF will get an email letting us know you have done that task and we will contact you if we need anything more. (usually we do not)

