

Sacramental Preparation Verification Form Upload Instructions

1. Save the PDF of each document with the following title: "**LASTNAME – VERIFICATION FORM**", "**LASTNAME –BAPTISMAL**", "**LASTNAME – BIRTH**", "**LASTNAME – OTHER**" (if necessary).
2. Click the green 'Upload Forms' button on the www.staoptw.org/sacprep page to upload the forms.
3. Click "Choose from computer" and select the verification form that has been saved as "**LASTNAME – VERIFICATION**"
4. Click Open.
5. Click "+Add another file" and select the baptismal certificate that has been saved as "**LASTNAME - BAPTISMAL**"
6. Click Open.
7. Click "+Add another file" and select the birth certificate that has been saved as "**LASTNAME - BIRTH**"
8. Click Open.
9. If necessary, Click "+Add another file" and select the other necessary document that has been saved as "**LASTNAME - OTHER**"
10. Click **Upload** and you're done!