

# Elmira City School District



**Administration Building**  
430 W. Washington Avenue  
Elmira, NY 14901

Phone: (607) 735-3000  
[www.elmiracityschools.com](http://www.elmiracityschools.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.elmiracityschools.com](http://www.elmiracityschools.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 Secure Document Portal

OR access the page directly at:

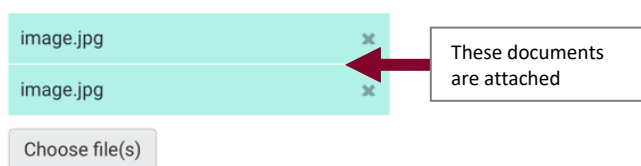
[https://www.elmiracityschools.com/student\\_services/registration/submit\\_registration\\_documents](https://www.elmiracityschools.com/student_services/registration/submit_registration_documents)

5. Click the link to Access the Secure Document Portal
6. Enter your Full Name and email address and click Go to form.
7. Fill in your first name, last name, phone number and email address in the form.  
Please use a phone number where we can reach you if we have a question about your documents.  
On your Smartphone you may need to use the Next Field button or pinch to zoom out.
8. 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 Choose file(s) button below Add Attachments at the bottom.
- b. Select Take Photo or Video
- c. 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.
- d. Select Use Photo
- e. The document will appear in the list below the Choose File button.

#### Add Attachments



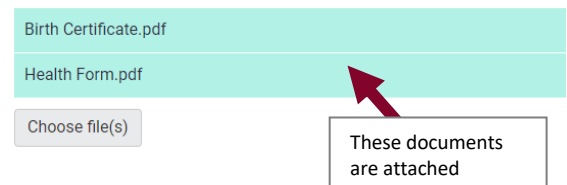
- f. Repeat steps a-g to attach multiple documents

(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 Choose file(s) button below Add Attachments at the bottom.
- c. Select one of the documents you scanned in step a
- d. The document will appear in the list below Add Attachments.

#### Add Attachments



- e. Repeat steps c-f to attach multiple documents

9. Click the red Submit form button.  
We will review your documents and email you to let you know they were received or call or email if we have questions.