

**CHAMPIONS®**

# HOW TO ACKNOWLEDGE OR UPLOAD DOCUMENTS

Use this guide to review, acknowledge, or upload required documents in your account. This can only be done on the website, not in the app.

- Complete pending documents promptly to avoid enrollment delays.
- Accepted file types include PDF, JPG, and PNG.

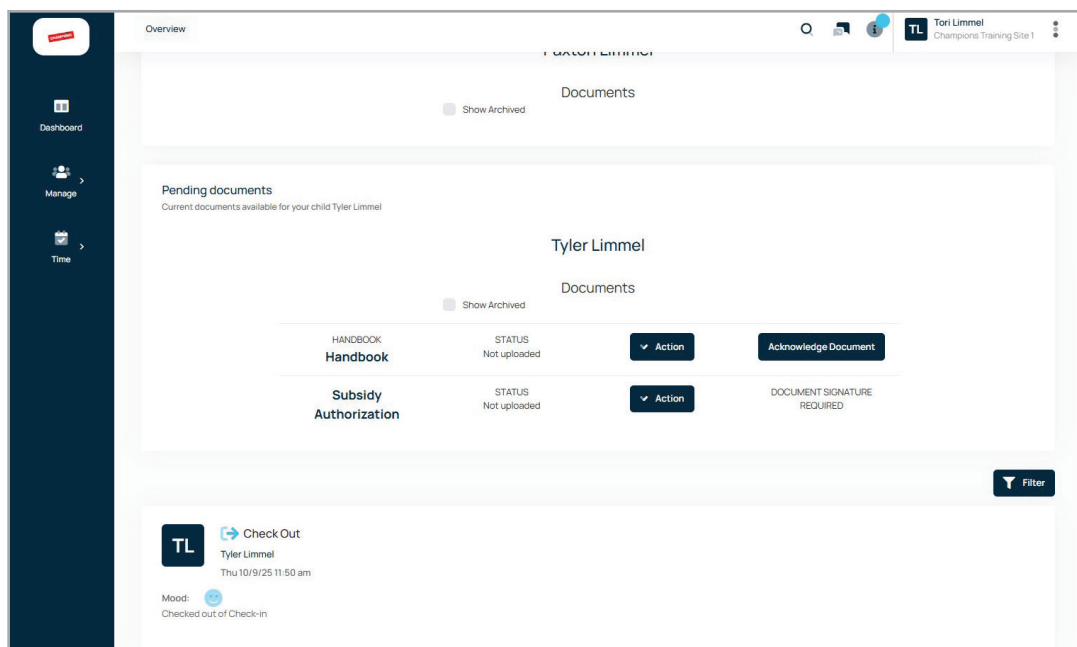
## STEP-BY-STEP INSTRUCTIONS

### STEP 1:

Sign in at [my.discoverchampions.momentpath.com](https://my.discoverchampions.momentpath.com).

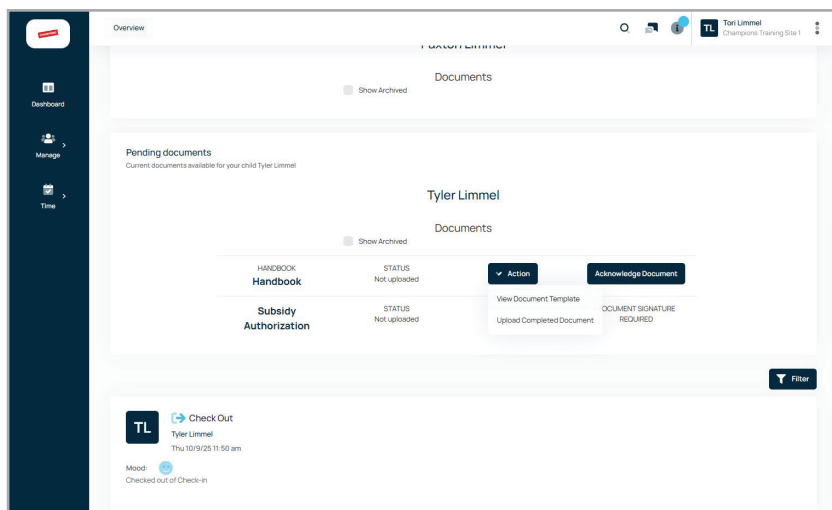
### STEP 2:

Check your dashboard for pending documents.



### STEP 3:

Click “Action” next to any required document.

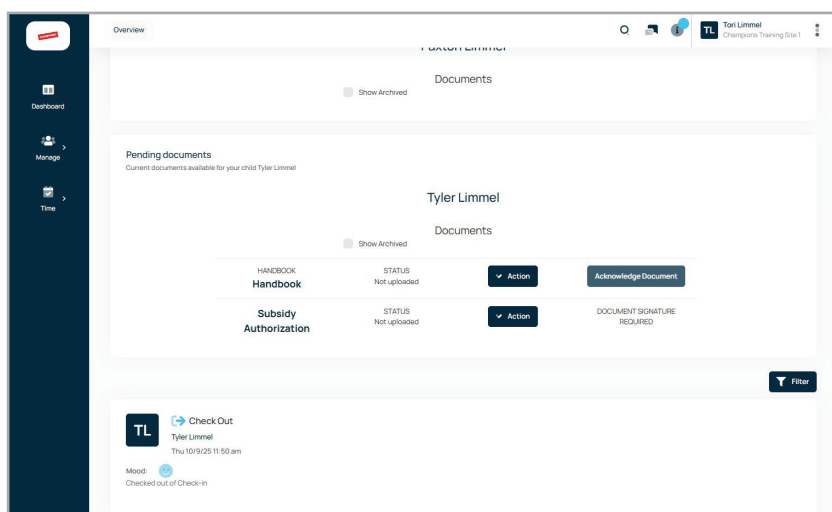


### STEP 4:

To acknowledge, select “View Document Template,” review, then click “Acknowledge Document.”

### STEP 5:

To upload, select “Upload Completed Document,” choose your file, then click “OK.”



## TROUBLESHOOTING

**Missing a document?** Contact your site director or Family Support at 800-246-2154.

**File won't upload?** Ensure it is PDF, JPG, or PNG.

**QUESTIONS?** Email [ChampionsHelp@KC-Education.com](mailto:ChampionsHelp@KC-Education.com), call 800-246-2154, or contact your site director.