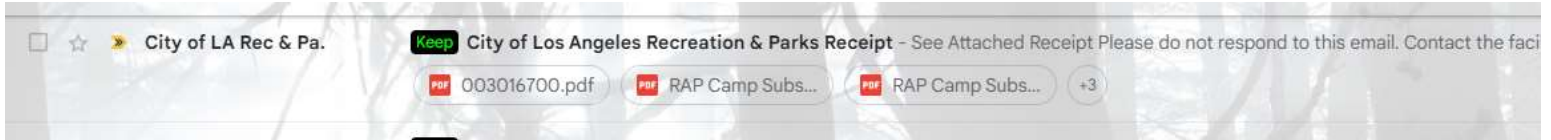


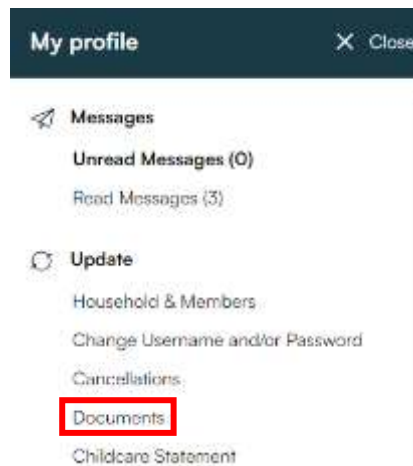
Income Attestation Form Instructions

1. Blank income attestation forms will be attached to all online receipts for the camp registration fees. Open the receipt confirmation email.

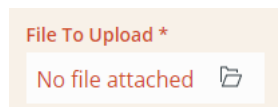


2. Download the form, print it out, and complete it including your signature.
3. Scan the form and save it to your device. (Most smartphones have an option to scan documents with the camera.)
4. Open the LA Parks mobile app or website <https://www.laparks.org/>
5. Log into your account

6. Select the **My Profile** button on the website  or the **Profile** button on the app. 
7. When the profile menu expands, locate the **Update** section and select **Documents**.



8. A new page will now appear. Leave the **Upload Option** section as is.
9. **Enter a Description** field – type your last name followed by **Income Verification** as well as the year.
10. Change the **Document Category** to **Proof of Income**.
11. **File to Upload** section – click on the words **No file attached** to bring up the files on your device. DO NOT upload registration forms, only income verification forms.
12. Select the file to go back to the upload page. Once it looks like the below screenshot, click the **Upload** button.



Document Upload

Document Upload

Upload Option *
Link To Household

Enter A Description For This File *
Doe Income Verification 2024


Document Category *
Proof of Income

File To Upload *
Doe Income Verification 2024.pdf

Safe extensions to upload: jpg, jpeg, gif, png, tiff, txt, doc, docx, rtf, pdf, xls, csv
Maximum file size allowed: 50 MB

Upload

13. If the upload is successful there will be a message at the top of the screen.

 Document successfully uploaded.