

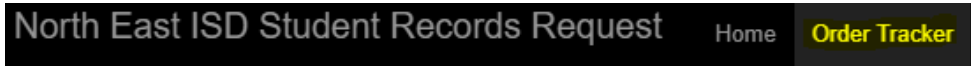
HOW TO UPLOAD/ATTACH A FORM / ID TO AN ORDER ALREADY SUBMITTED

Please follow these instructions to successfully upload/attach the required/requested form to your Order.

1. Go to : <http://neisdtx.scriborder.com> .
2. Complete the appropriate forms. **Parent Authorization Form** or **Student Release Form**.
 - FORMS can be found on the main page under “IMPORTANT INFORMATION”

Once you have successfully completed and saved the forms, you can now continue to step 3.

3. On main page: <http://neisdtx.scriborder.com> click the tab “Order Tracker”
See example below:



4. Complete the information for Order track and Email

Order Number:

Email Address:

5. Click : Track Order

Track Order

Once you click track order, you will see a message below stating “Please check your email for a link to the order tracker.”

6. Check your email. Look for email from scribonline@scribsoft.com
7. Open Email and click on the link provided from ScribOrder. You’ll see the following:
 - “Please follow this link to login”

8. Click on “login”. The page will show the following:

Attach Documentation: please upload the required documentation

If you need to upload documentation, please use the button below to begin the process. The maximum size of individual files is 5 MB.

Examples Include:

- Copies of Picture ID
- Passport ID Page
- Copies of Utility Bills
- Signed Release of Information
- Completed Notary Forms

+ Add Files...

9. Click: “Add Files...”
10. Click “Upload”

On our end, we receive a “flag” that there is additional documents added to the file.

At this time, Scribble Software does not have a parent login database to save attachments for future use. Please save the documents so you may use for future use if needed.

Having issues UPLOADING. Contact Guidance Services for support. (210)-407-0346.