



# How to Upload a Health Assessment Document Online

Sean Kennedy | 13 steps | 9 minutes



1

Navigate to <https://operations.daxko.com/Online/5402/Membershi...>

Login or find your account

Not sure if you have an account? Enter your email or phone number to get started!

Email or Phone Number

johndoe@example.com or 123-456-7890

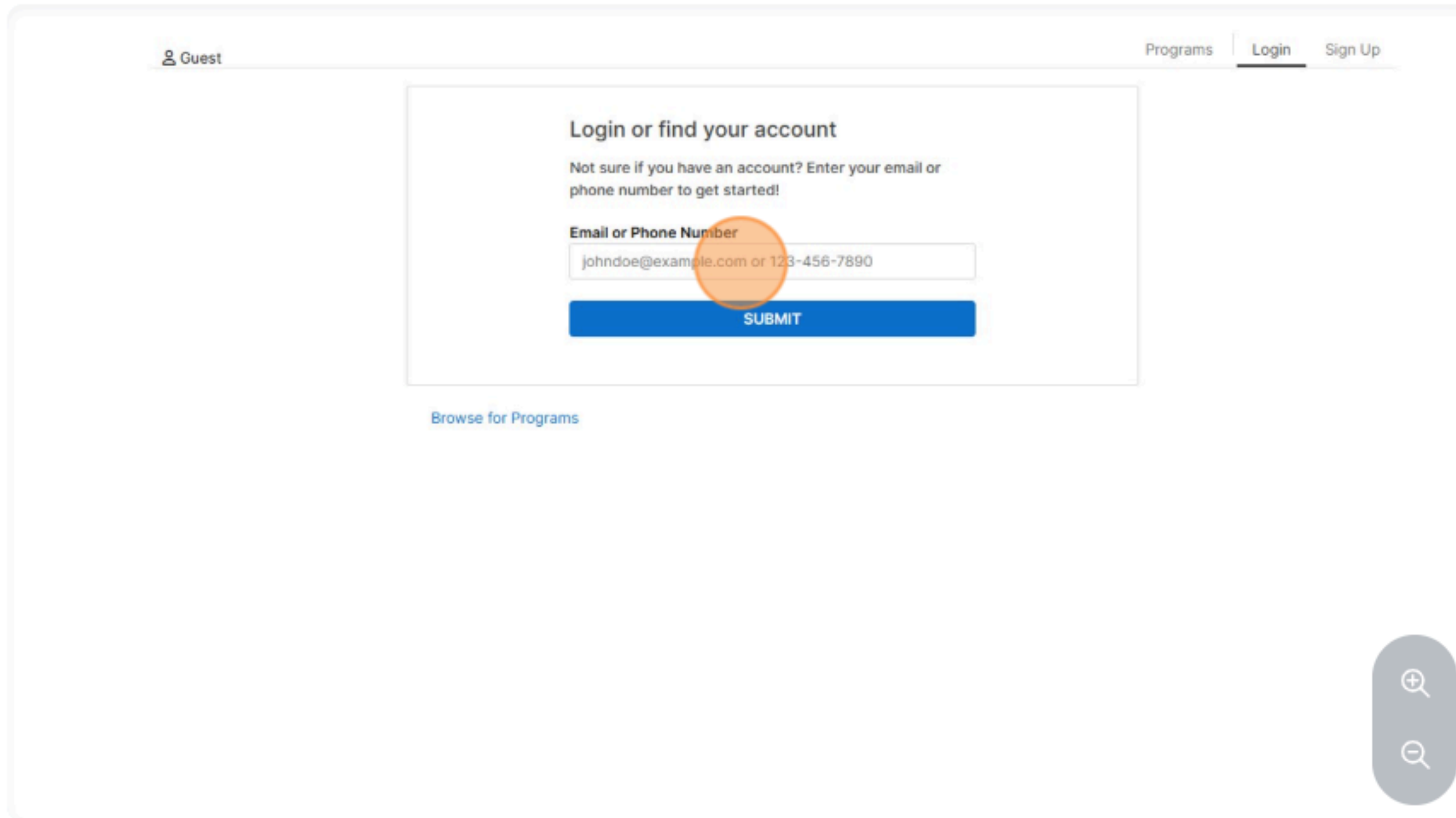
SUBMIT

[Browse for Programs](#)



2

Click the "Email or Phone Number" field.



The screenshot shows a web interface for logging in. At the top left, there is a user profile icon and the text "Guest". At the top right, there are three tabs: "Programs", "Login" (which is underlined), and "Sign Up". In the center, there is a white box with the title "Login or find your account". Below the title, it says "Not sure if you have an account? Enter your email or phone number to get started!". Underneath this is a label "Email or Phone Number" followed by a text input field containing the placeholder text "johndoe@example.com or 123-456-7890". An orange circle is drawn around this input field. Below the input field is a blue button with the text "SUBMIT". Below the white box, there is a link that says "Browse for Programs". In the bottom right corner of the page, there is a vertical grey button with a plus icon and a minus icon.

3

Enter your account email or phone number...

4

Click "Submit"

 Guest

Programs

Login

Sign Up

### Login or find your account

Not sure if you have an account? Enter your email or phone number to get started!

Email or Phone Number

SUBMIT

[Browse for Programs](#)



5

Enter your password in the "Password" field, or request a one-time code.

Guest

Programs

Login

Sign Up

[< TRY ANOTHER EMAIL OR PHONE](#)

Enter your password

Password

☐ Keep me logged in

LOGIN

OR

Get a one-time code

☒ Email to lrc\*\*\*\*\*@lancasterrec.org

GET CODE

[Forgot your password? Get a reset link.](#)

[Browse for Programs](#)

6

Click "Login"

Guest

ProgramsLoginSign Up

< TRY ANOTHER EMAIL OR PHONE

Enter your password

Password

.....

☐ Keep me logged in

LOGIN

OR

Get a one-time code

☒ Email to lrc\*\*\*\*\*@lancasterrec.org

GET CODE

Forgot your password? [Get a reset link.](#)

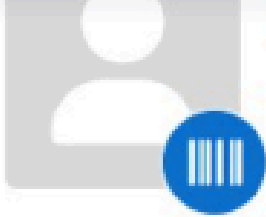
[Browse for Programs](#)

+

-

7

## Click "Add Document"



Lancaster Rec

Active Senior (M)

Lancaster Recreation Commission

525 Fairview Avenue Lancaster, PA 17603  
US

Ircadmin@lanasterrec.org

Never  
Last Check-in

0  
This Month

0  
Last Month

Activities

ACTIVITIES CALENDAR

Registrations

VIEW ALL

⊕ NEW

ⓘ

There are no upcoming Registrations for this member.

Visits

VIEW ALL

ⓘ

There are no upcoming Visits for this member.

Services

VIEW ALL

⊕ NEW


ⓘ

There are no upcoming Services for this member.

Membership

AUTHORIZED PICKUPS

Member - Resident [Manage](#)



Resident Lancaster  
Rec

Primary

Active Senior (M)

115 years  
1361501

⊕ ADD MEMBERS

Billing

DONATIONS

HISTORY

Monthly, on the 1st

Credit  
\$0.00

Unscheduled  
\$0.00

Balance Due  
\$0.00

⊕ ADD PAYMENT METHOD

Records

AGREEMENTS

DOCUMENTS

Photo/Video Release

Agreement  
5/8/2025

General Waiver III

Agreement  
5/8/2025

⊕ ADD DOCUMENT

⊕

⊖

8

Click the "Document Name\*" field.

Resident Lancaster Rec

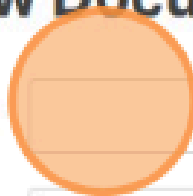
Dashboard

Activities ▾

Account ▾

## Upload New Document

Document Name\*



Document Type\*

Select One



Attach File\*



Drag and drop or [browse](#) your files

JPG, JPEG, PNG, or PDF files only - max 5MB

BACK

SAVE



9 Type the name of the document you are uploading.

10 Select the option that most closely matches the document you are uploading.

The screenshot shows a web application interface for uploading a document. At the top, there is a navigation bar with a user profile icon and the text 'Resident Lancaster Rec', and three menu items: 'Dashboard', 'Activities', and 'Account'. The main heading is 'Upload New Document'. Below this, there are three fields: 'Document Name\*' with the value 'Health Assessment', 'Document Type\*' with a dropdown menu open showing options like 'Health Assessments', 'Court Ordered Agreements', 'IEPs', 'Immunizations', 'Other', and 'Physicals', and 'Attach File\*' with a dashed box for file upload. A 'BACK' button is on the left and a 'SAVE' button is on the right. A vertical toolbar on the bottom right contains zoom in and zoom out icons.

Resident Lancaster Rec

Dashboard Activities Account

### Upload New Document

Document Name\* Health Assessment

Document Type\* Health Assessments

Attach File\*

Select One  
Court Ordered Agreements  
Health Assessments  
IEPs  
Immunizations  
Other  
Physicals

Drag and drop or [browse](#) your files  
JPG, JPEG, PNG, or PDF files only - max 5MB

BACK SAVE



11

Click "browse" to select the file you are uploading from your device.

Resident Lancaster Rec

Dashboard

Activities ▾

Account ▾

## Upload New Document

Document Name\*

Health Assessment

Document Type\*

Health Assessments ▾

Attach File\*



Drag and drop or browse your files

JPG, JPEG, PNG, or PDF files only - max 5MB

BACK

SAVE



12

Click "SAVE" to complete this upload.

## Upload New Document

Document Name\*

Health Assessment

Document Type\*

Health Assessments

Attach File\*



Drag and drop or [browse](#) your files

JPG, JPEG, PNG, or PDF files only - max 5MB

✖ healthassessmentguide.PNG

BACK

SAVE



13

Click "Upload New Document" and repeat these steps for your next document upload.

Resident Lancaster Rec

Dashboard

Activities

Account

## Documents

UPLOAD NEW DOCUMENT

Name	Member	Uploaded On	Document Type
Health Assessment	Resident Lancaster Rec	05/08/2025	Health Assessments

