

# How to Upload a Health Assessment Document Online

1

Navigate to

<https://operations.daxko.com/Online/5402/MembershipV2/MyAccountV2.mvc>

Login or find your account

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

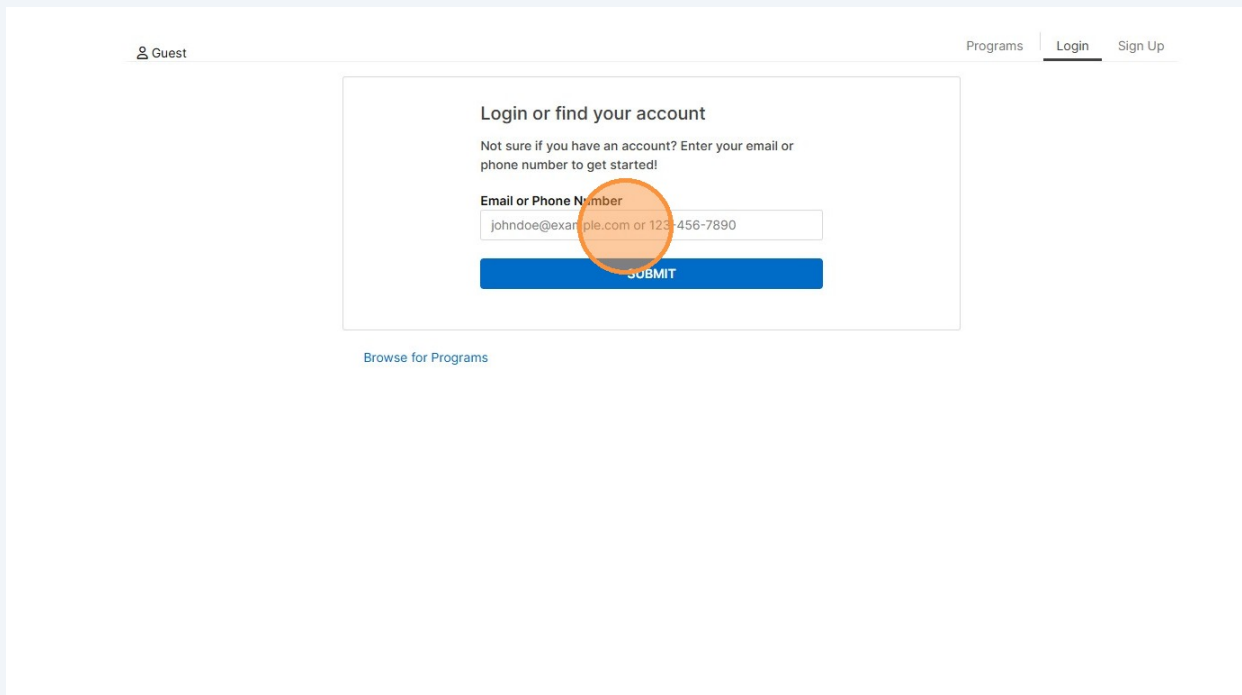
Email or Phone Number

john.doe@example.com or 123-456-7890

SUBMIT

[Browse for Programs](#)

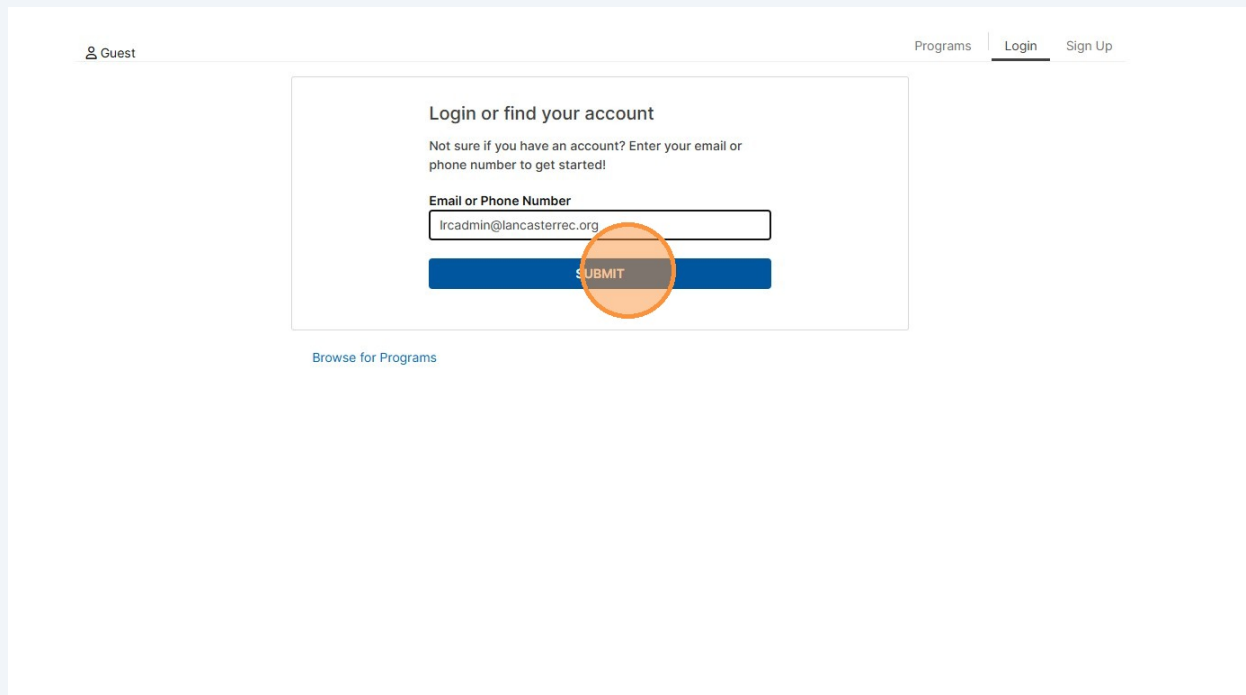
2 Click the "Email or Phone Number" field.



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 navigation links for "Programs", "Login", and "Sign Up". The "Login" link is underlined. In the center, there is a white box with a light gray border containing the following text: "Login or find your account", "Not sure if you have an account? Enter your email or phone number to get started!", and "Email or Phone Number". Below this text is a text input field containing the placeholder text "johndoe@example.com or 123-456-7890". An orange circle highlights the input field. Below the input field is a blue button with the text "SUBMIT". At the bottom of the white box, there is a link that says "Browse for Programs".

3 Enter your account email or phone number...

## 4 Click "Submit"



Guest Programs Login Sign Up

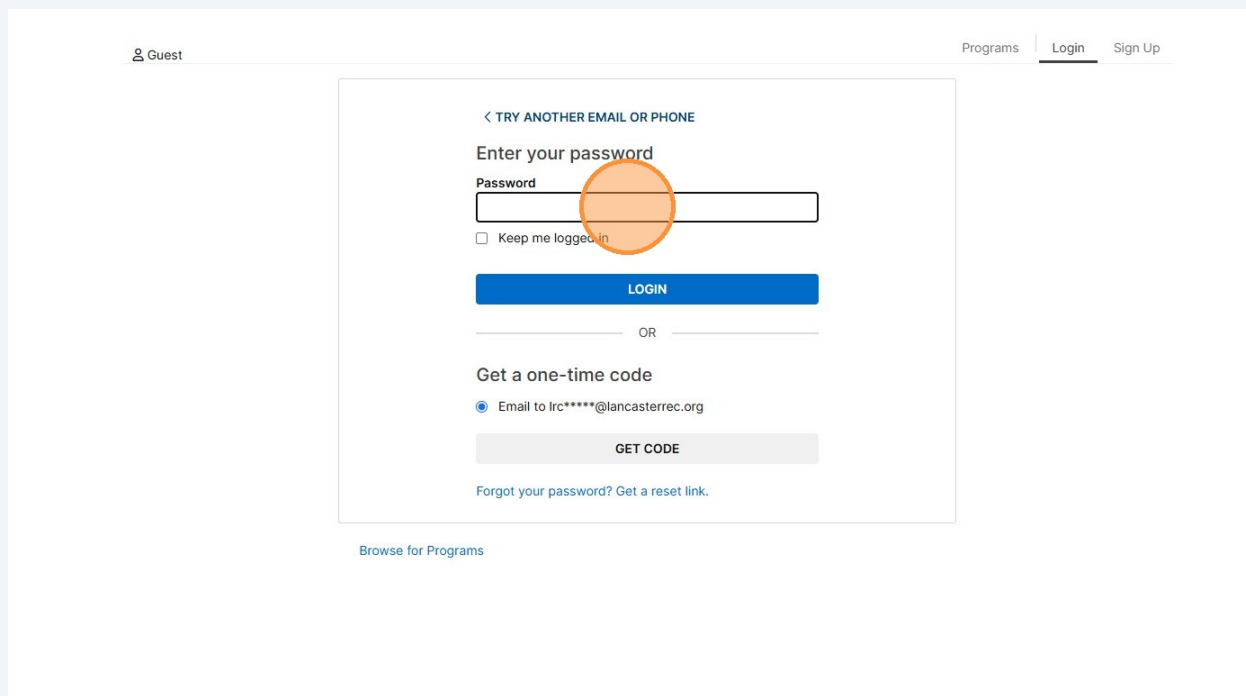
**Login or find your account**  
Not sure if you have an account? Enter your email or phone number to get started!

**Email or Phone Number**  
lrcadmin@lancasterrec.org

**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**  
[Password field]

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 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

## 7 Click "Add Document"

Lancaster Rec

- Active Senior (M)
- Lancaster Recreation Commission
- 525 Fairview Avenue Lancaster, PA 17603 US
- lrcadmin@lancasterrec.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 115 years  
Rec Primary 1361501  
Active Senior (M)

ADD MEMBERS

Billing DONATIONS HISTORY

Monthly, on the 1st

Credit	Unscheduled	Balance Due
\$0.00	\$0.00	\$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.

The screenshot shows the 'Upload New Document' form in a web application. At the top, there is a navigation bar with 'Resident Lancaster Rec' on the left and 'Dashboard', 'Activities', and 'Account' on the right. The main heading is 'Upload New Document'. Below this, there are three main sections: 'Document Name\*' with an empty text input field, 'Document Type\*' with a dropdown menu showing 'Select One', and 'Attach File\*' with a dashed box containing a cloud upload icon and instructions: 'Drag and drop or browse your files' and 'JPG, JPEG, PNG, or PDF files only - max 5MB'. At the bottom left is a 'BACK' button and at the bottom right is a blue 'SAVE' button. An orange circle highlights the 'Document Name\*' input field.

9 Type the name of the document you are uploading.

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

This screenshot shows the same 'Upload New Document' form as in step 8, but with the 'Document Name\*' field filled with 'Health Assessment' and the 'Document Type\*' dropdown menu open. The dropdown menu lists several options: 'Health Assessments', 'Select One', 'Court Ordered Agreements', 'Health Assessments' (highlighted in blue), 'IEPs', 'Immunizations', 'Other', and 'Physicals'. The 'Attach File\*' section and the 'BACK' and 'SAVE' buttons remain the same as in the previous screenshot.

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

The screenshot shows a web interface for uploading a document. At the top, there is a navigation bar with 'Resident Lancaster Rec' on the left and 'Dashboard', 'Activities', and 'Account' on the right. 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 showing 'Health Assessments', and 'Attach File\*'. The 'Attach File\*' field is a dashed box containing a cloud icon and the text 'Drag and drop or [browse](#) your files' and 'JPG, JPEG, PNG, or PDF files only - max 5MB'. An orange circle highlights the 'browse' link. At the bottom left is a 'BACK' button and at the bottom right is a 'SAVE' button.

12 Click "SAVE" to complete this upload.

The screenshot shows the same web interface as above, but now a file has been uploaded. The 'Attach File\*' field now contains a file named 'healthassessmentguide.PNG' with a red 'x' icon to its left. The 'browse' link is no longer highlighted. An orange circle highlights the 'SAVE' button at the bottom right.

13

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

The screenshot shows a user interface for a member named 'Resident Lancaster Rec'. At the top right, there are navigation links for 'Dashboard', 'Activities', and 'Account'. Below this, the 'Documents' section is displayed. A button labeled 'UPLOAD NEW DOCUMENT' is highlighted with an orange circle. Below the button is a table with the following data:

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