

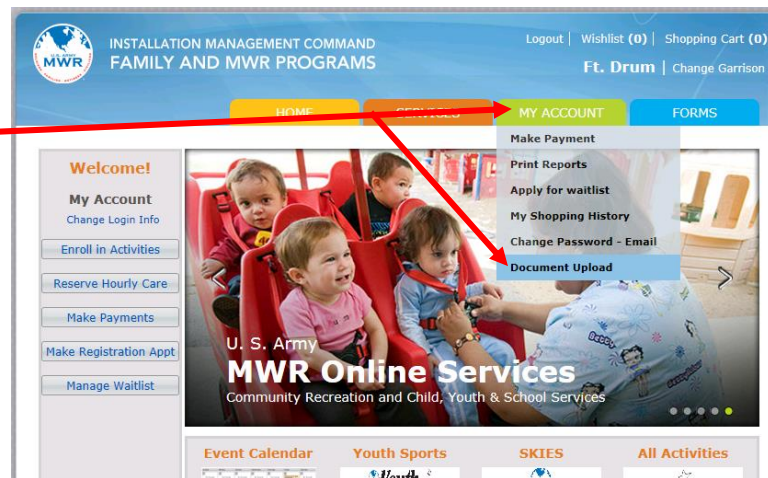
## How to Upload Family Documents Through CY5 Services Online (WebTrac)

- Login to Fort Drum CY5 Services Online (WebTrac) at <https://webtrac.mwr.army.mil/webtrac103/wbWSC/drumcymS.wsc/wbsplash.html>



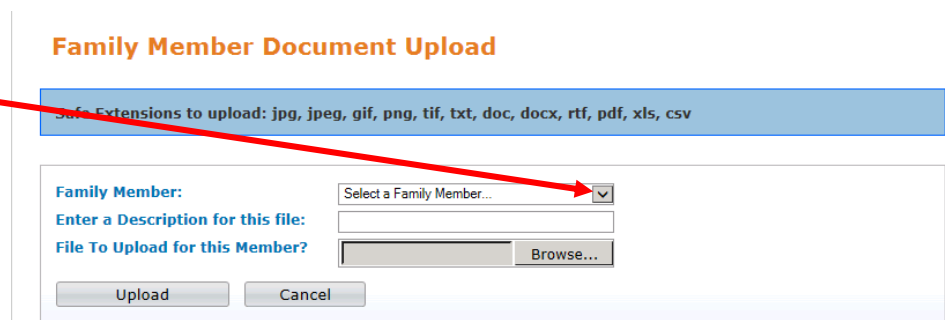
The screenshot shows the 'Patron Login' section of the MWR website. It includes a 'Username:' field, a 'Password:' field, and a 'Sign In' button. A 'Forgot your password?' link is located below the sign-in button. To the right of the login fields is a photograph of a young child.

- Select "My Account", then "Document Upload" from the dropdown list.



The screenshot shows the 'My Account' dropdown menu on the MWR website. The menu is open, showing options: 'Make Payment', 'Print Reports', 'Apply for waitlist', 'My Shopping History', 'Change Password - Email', and 'Document Upload'. The 'Document Upload' option is highlighted with a red arrow. The background shows the 'My Account' page with various service links like 'Enroll in Activities', 'Reserve Hourly Care', etc.

- Click the dropdown arrow next to "Family Member", and select the family member for whom you are uploading documents from the dropdown list.



The screenshot shows the 'Family Member Document Upload' form. At the top, it lists supported file extensions: 'Safe Extensions to upload: jpg, jpeg, gif, png, tif, txt, doc, docx, rtf, pdf, xls, csv'. Below this, there is a 'Family Member:' label and a dropdown menu with the text 'Select a Family Member...'. There are also fields for 'Enter a Description for this file:' and 'File To Upload for this Member:' with a 'Browse...' button. At the bottom, there are 'Upload' and 'Cancel' buttons.

- This list shows you the acceptable file types to upload.
- Enter a description of your file.
- Click “Browse”, navigate to the file on your computer that you want to upload, and select it. You may only select one file at a time.

### Family Member Document Upload

Safe Extensions to upload: jpg, jpeg, gif, png, tif, txt, doc, docx, rtf, pdf, xls, csv

Family Member:

Enter a Description for this file:

File To Upload for this Member?

### Family Member Document Upload

Safe Extensions to upload: jpg, jpeg, gif, png, tif, txt, doc, docx, rtf, pdf, xls, csv


Family Member:

Enter a Description for this file:

File To Upload for this Member?

- All three fields must be filled out before you can proceed.
- Finally, click “Upload”.

- When your file is finished uploading, you may select “Upload another file?” or “Finished”.


**INSTALLATION MANAGEMENT COMMAND  
FAMILY AND MWR PROGRAMS**

[Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)  
**Ft. Drum** | [Change Garrison](#)

HOME
SERVICES
MY ACCOUNT
FORMS

**Upload Complete**

Upload Complete, what would you like to do next?