

# How to Upload Verifications to DTA Connect

**Slide 1:** In this video, we will go over how to upload verifications to DTA Connect.

**Slide 2:** Uploading verifications using DTA Connect can help you:

- Tell DTA about changes,
- Keep your benefits by providing documents DTA asks for,
- Maximize your benefits without needing to call or visit DTA.

**Slide 3:** You will learn the step-by-step instructions on how to upload many different items, including:

- How to submit verification documents,
- A voluntary request to stop or cancel benefits,
- A request for an authorized representative, (an authorized rep is someone is someone that can assist with completing documentation, shopping for you or updating case information)
- A request for replacement benefits due to household misfortune and so much more!

**Slide 4:** Upload documents to DTA Connect to tell us about a change or to provide proof of documents DTA asked for on a Verification Checklist. For example, you can tell us about:

**Slide 5: Household income:**

- Examples: submitting pictures of your pay stubs or written signed letter from your employer on letter head detailing hours worked, frequency of hours and gross pay with an employer signature. If your income ends, you can also provide a termination letter from your employer with the date last worked and date last paid.

**Slide 6: Household members:**

Examples: a signed written statement that someone moved in or out of your home. This includes the addition of a newborn. If adding a member we will need social security number and date of birth.

## Slide 7: Medical Cost for anyone 60+ or disabled:

- Examples: submitting bills or receipts of medical costs if your total monthly health/medical costs are greater than \$190. If your medical expenses are between \$35 and \$190 per month, you can write a signed statement with how much you pay per month.

## Slide 8: Child Support cost

- Examples: Submit information from the Department of Revenue that verifies your legal obligation to pay child support and verifies your child support payments

## Slide 9: SNAP Work Rule Exemptions

Examples: You can write a signed statement if you meet one of the work rules exemptions such as being homeless, having a health problem that limits you from working, caring for a child under the age of 6 or a disabled adult.

**Slide 10:** The following Step-by-Step; instructions will show you how to upload documents using DTA Connect

## Slide 11: Step 1

**Website:** Go to [DTAConnect.com](https://DTAConnect.com) and press “Log In”.

**Mobile:** Open the DTA Connect mobile app and press “Log In”.

## Slide 12: Step 2

**Website:** Enter the email address and password you used when creating your DTA Connect account, then press “LOG IN”.

## Slide 13: Step 3

**Website:** Press the “Documents” tab at the top of your homepage.

**Mobile:** Press “Upload”.

## Slide 14: Step 4

**Website:** Press “Send a document to DTA”.

**Mobile:** Press “Confirm”.

## Slide 15: Step 5

**Website:** Read the instructions, then press “Continue to step 2”

**Mobile:** Select the item you would like to upload. You can choose from a number of options, including verification document, recertification form, voluntary request to cancel or stop benefits, request for authorized representative, and request for replacement benefits due to household misfortune.

## Slide 16: Step 6

**Website:** You will receive a pop-up message that requires you to select what kind of document you are sending. You can choose from a number of options, including verification document, recertification form, voluntary request to cancel or stop benefits, request for authorized representative, and request for replacement benefits due to household misfortune. Choose a document, then press “Continue”.

**Mobile:** Press “Person”.

## Slide 17: Step 7

**Website:** You will see a pop-up message that will require you to select who the document is about, then press “Continue”.

**Mobile:** Confirm the correct household member is selected.

## Slide 18: Step 8

**Website:** You will see a pop-up message that tells you to “Choose a file to send. “Please make sure the picture you’ve taken is clear & can be easily read

**Mobile:** Press the camera icon.

You have 2 options:

Option 1: Press “Take a Photo”, or

Option 2: Press “Photo Library” if you already have a picture of the verification on your phone.

## Slide 19: Step 9

**Website:** After you attach your first document, you have two options:

Option 1: “Add another file” or

Option 2: “Send to DTA”.

**Mobile:** You will see a preview of the picture of your verification.

Press the camera icon if you need to take a picture of another verification or select another picture that is already on your phone.

Press “Submit”.

## Slide 20: Step 10

**Website:** Press “Send to DTA” when you are ready to submit all your documents.

**Mobile:** Press “Confirm” when you are ready to upload all of your verifications.

## Slide 21: Step 11

**Website:** You will receive a pop message indicating “Thank you for using DTA Connect to upload your document”.

**Mobile:** You will see a pop-up message that says, “Upload “Complete”.

**Slide 22:** Status will change here once your document has been processed.

**Slide 23:** Please be patient as DTA processes documents in the order in which they are received, and some documents require several stages of review.

**Slide 24:** You will receive a notice if there is a change to your benefits. If we need more information, we may call you. Continue to check back for updates.



**How to Upload Verifications  
using the DTA Connect  
Mobile App**

<https://youtu.be/EXSc5RcXK44>



**How to Upload Verifications to  
the DTA Connect Website**

[https://youtu.be/Uerqc\\_KKgvQ](https://youtu.be/Uerqc_KKgvQ)



[How to Upload Verifications Using the DTA Connect Website-American Sign Language](#)



[How to Upload Verifications Using the DTA Connect Mobile App-American Sign Language](#)