

# How to Upload Verifications to DTACConnect

## Step 1

**Website:** Go to [www.DTACConnect.com](http://www.DTACConnect.com) and press “Log In”.

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

## Step 2

**Website:** Enter your email address and password, then press “LOG IN”.

**Mobile:** Enter your email and password, then press “Log -In.”

## Step 3

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

**Mobile:** Press “Upload”.

## Step 4

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

**Mobile:** Press “Confirm”.

## Step 5

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

**Mobile:** Select the item you would like to upload. Example: Verification Document.

## Step 6

**Website:** You will receive a pop-up message that requires you to select what kind of document you are sending. Choose a document, then press “Continue to Step 3”.

**Mobile:** Press “Person”.

## Step 7

**Website:** You will see a pop-up message that will require you to select who the document is about, then press “Continue to Step 4”.

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

## Step 8

**Website:** You will see a pop-up message that tells you to “Choose a file to send”.

**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.

## 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”.

## 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.

## 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”.

[Website Video](#)

[Mobile App Video](#)