How to upload a document

All members can submit requested documents or return paperwork via the Benefits Portal at <u>FSSABenefits.IN.gov</u>. To upload a document to an application or case, you must first be logged in to your Benefits Portal account.



cument to your com	pleted application, click on Uploa	d Documents.				
pplication Number	г Туре	Name	Date Submitted	Status	Action	
836131838	SNAP/Cash	Test McTester	02/21/2023	ESIGNED	Print Summa	x Mail Summary Upload Documents
ases						
Cases 5 view Case Informa	tion, click on the case number yo	u wish to view. You will be a	ble to navigate to a page to	report changes, get	Proof of Eligibility or get	ertain forms from the Case Information pa
Cases o view Case Informa	tion, click on the case number yo	u wish to view. You will be a	ble to navigate to a page to	report changes, get	Proof of Eligibility or get	ertain forms from the Case Information pa
Cases o view Case Informa o report changes in y	tion, click on the case number yo your circumstances without goin	u wish to view. You will be a to the Case Information pa	ble to navigate to a page to ge, click on Report a Chang	report changes, get i	Proof of Eligibility or get	ertain forms from the Case Information pa ou want to submit a change report.
Cases o view Case Informa o report changes in y ick on the Notices/C	tion, click on the case number yo your circumstances without goin iorrespondence link below to acc	u wish to view. You will be a to the Case Information pi ess a list of notices and con	ble to navigate to a page to ge, click on Report a Chang espondence that you can V	report changes, get in the Action colum iew/Download/Print.	Proof of Eligibility or get i In for the case for which To upload a document ti	ertain forms from the Case Information pa ou want to submit a change report. your case, dick on Upload Documents.
Cases o view Case Informa o report changes in y lick on the Notices/C o view a case's Assis	tion, click on the case number yo your circumstances without going iorrespondence link below to acc tance Groups and see access to e	u wish to view. You will be a to the Case Information p ess a list of notices and corr lectronically respond to rec	ble to navigate to a page to ge, click on Report a Chang espondence that you can V ietermination, click on Rede	report changes, get i ie in the Action colum iew/Download/Print. terminations.	Proof of Eligibility or get on for the case for which To upload a document to	ertain forms from the Case information pa ou want to submit a change report. your case, click on Upload Documents.
Cases > view Case Informa > report changes in y ick on the Notices/C > view a case's Assis	tion, click on the case number yo your circumstances without going orrespondence link below to acc tance Groups and see access to e	u wish to view. You will be a ; to the Case Information pi ess a list of notices and con lectronically respond to rec	ble to navigate to a page to ge, click on Report a Chang espondence that you can V etermination, click on Rede	report changes, get ie in the Action colum iew/Download/Print. terminations.	Proof of Eligibility or get i in for the case for which To upload a document to	ertain forms from the Case Information pa ou want to submit a change report. your case, click on Upload Documents.
Cases o view Case Informa o report changes in y lick on the Notices/C o view a case's Assist Case Number	tion, dick on the case number yo your circumstances without goin orrespondence link below to acc cance Groups and see access to e Case Name	u wish to view. You will be a to the Case Information pi ess a list of notices and corr lectronically respond to rec Case Status	ble to navigate to a page to ge, click on Report a Chang espondence that you can V letermination, click on Rede Action	report changes, get ie in the Action colum iew/Download/Print. terminations.	Proof of Eligibility or get In for the case for which To upload a document to	ertain forms from the Case Information pa ou want to submit a change report. your case, click on Upload Documents.
Cases o view Case Informa o report changes in y ick on the Notices/C o view a case's Assist Case Number	tion, click on the case number yo your circumstances without going iorrespondence link below to acc tance Groups and see access to e Case Name	u wish to view. You will be a to the Case Information p ess a list of notices and corr lectronically respond to rec Case Status	ble to navigate to a page to ge, click on Report a Chang espondence that you can V etermination, click on Rede Action	report changes, get e in the Action colum iew/Download/Print. terminations.	Proof of Eigibility or get in the case for which To upload a document to	ertain forms from the Case information pa ou want to submit a change report. your case, click on Upload Documents.

2 Once you are logged in, navigate to the Application Summary for Online Application(s) section or Cases section and find the application or case number you want to upload to. Use the "Upload Documents" button to begin the upload.

When you click the "Upload Documents" button, you will be taken to the Document Upload screen. There you can select documents for upload. You are able to upload the following file types: PDF, PNG, JPG, JPEG, BMP, TIFF, TIF, GIF and DOCX. The documents can be up to 20 Mb in size.





After you have submitted your documents, you will see a confirmation screen telling you that your documents were successfully uploaded. You can then return to your account Home Page to upload additional documents if needed.