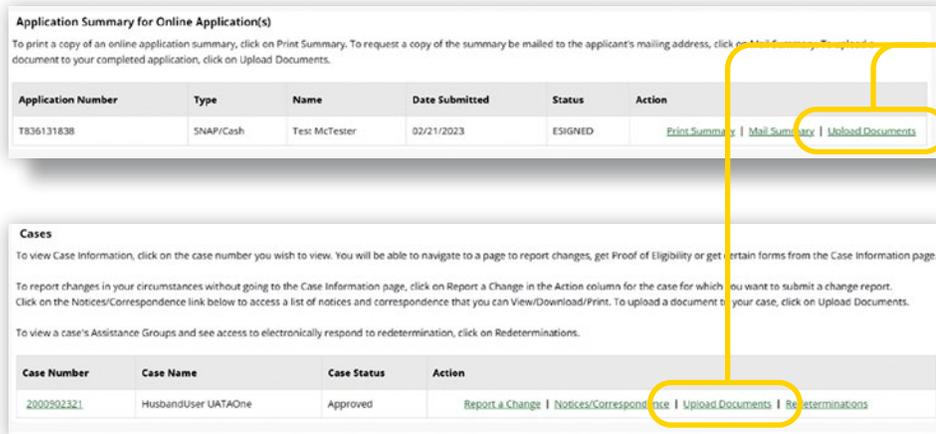
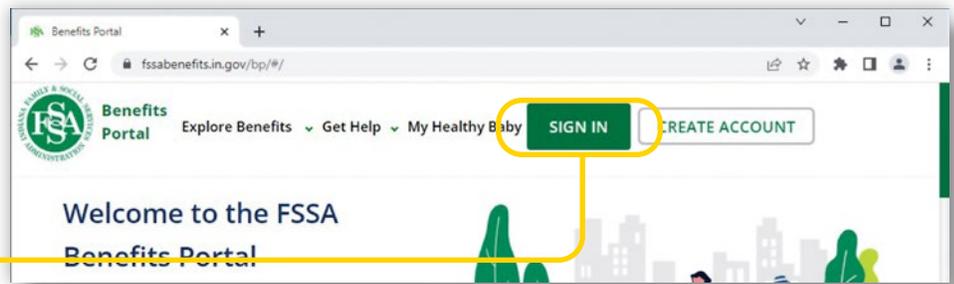


How to upload a document

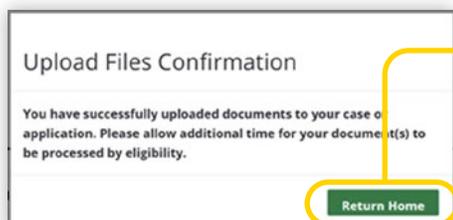
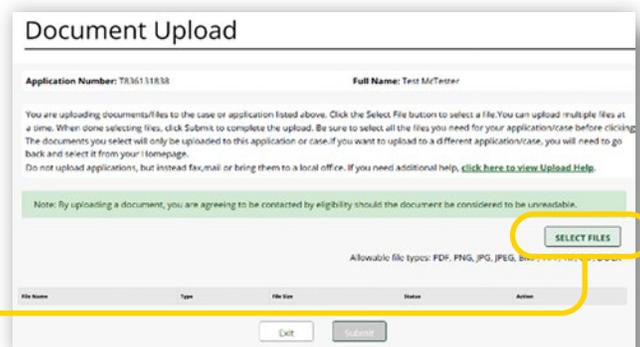
All members can submit requested documents or return paperwork via the Benefits Portal at [FSSABenefits.IN.gov](https://fssabenefits.in.gov). To upload a document to an application or case, you must first be logged in to your Benefits Portal account.

1 On the FSSA Benefits Portal landing page, login by clicking the “Sign In” button. Enter your user ID and password.



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.

3 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.



4 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.