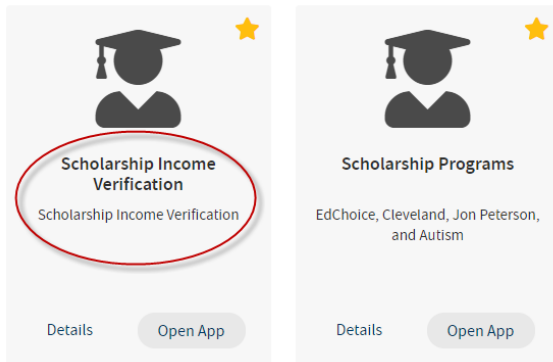**Cleveland and EdChoice Scholarship Program**
Uploading Documents in the Income Verification Portal

1. Log into your **OH|ID** account.

2. Use a desktop or laptop computer to access the system, <u>not</u> a mobile device.

3. Select the   MY APPS   link from the top menu bar.

4. Locate the application tile labeled *Scholarship Income Verification*.

5. Click the   Open App   button below the application tile to launch the Income Verification site.

6. Next click the   ⊖ Go to Income Verification   button to begin entering data for Income Verification.

7. Enter household members in the first section labeled **Household Members**.

8. After all household members are added, income must be entered. Scroll to the second section labeled **Household Income** to enter the household income. Income documentation must be uploaded for all income types that have been entered.
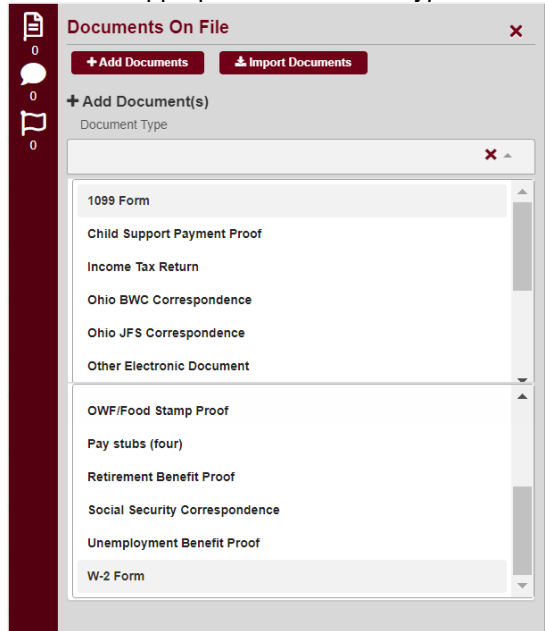

9. At the **Household Income** section, click the upload button   📄0   💬0   🏳0   for each row added. Use the first green icon to the right of each row of household income entered.

Cleveland and EdChoice Scholarship Program
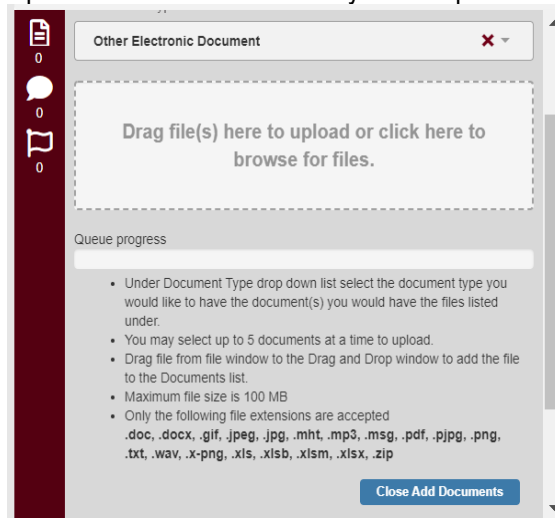**Uploading Documents in the Income Verification Portal**

10. A dialogue box will open on the left-hand side of the screen. Click the [+ Add Documents] button.

Documents On File ✕
[+ Add Documents] [⬇ Import Documents]

ℹ **No documents found for current case and tab.**
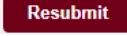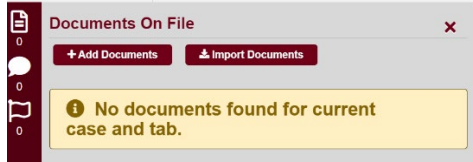
11. Select the appropriate *Document Type* from the list available, based on the type of income entered.

Documents On File ✕
[+ Add Documents] [⬇ Import Documents]

＋ Add Document(s)
Document Type

[✕ ▲]

1099 Form
Child Support Payment Proof
Income Tax Return
Ohio BWC Correspondence
Ohio JFS Correspondence
Other Electronic Document

OWF/Food Stamp Proof
Pay stubs (four)
Retirement Benefit Proof
Social Security Correspondence
Unemployment Benefit Proof
W-2 Form

12. Upload documents saved on your computer.

Other Electronic Document   ✕ ▼

Drag file(s) here to upload or click here to browse for files.

Queue progress

- Under Document Type drop down list select the document type you would like to have the document(s) you would have the files listed under.
- You may select up to 5 documents at a time to upload.
- Drag file from file window to the Drag and Drop window to add the file to the Documents list.
- Maximum file size is 100 MB
- Only the following file extensions are accepted
  .doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .pjpg, .png, .txt, .wav, .x-png, .xls, .xlsb, .xlsm, .xlsx, .zip

[Close Add Documents]

Cleveland and EdChoice Scholarship Program
Uploading Documents in the Income Verification Portal

13. Click the [Close Add Documents] button at the bottom of the list to complete each upload. You may have to scroll down.

14. Repeat steps until all income documents are added for each row of income entered.

15. This process is the same for **Household Deductions** which is the section just below **Household Income.**

16. Once you are done with all entries of household members and income, scroll to the top of the page to click the [Submit] button.

17. Once submitted, you will receive three (3 ct.) system automated messages notifying you of the following:

    1. when income verification has been submitted, then
    2. when income verification is under review, and
    3. when income verification is either completed or needs correction.
       - If you receive notification that corrections are needed, you must log back into your OH|ID account to review the comments and flags, make the necessary corrections and/or provide the requested information and click the [Resubmit] button for another review.

18. Monitor your email for updates on your income case after you have submitted it. The email notifications are confirmation of your submission and status of the review.

19. Parents can log into their own OH|ID accounts at any time to monitor the status.

20. If you forget your password or have difficulty accessing your OH|ID account, use the link on the sign-in page to contact the Help Desk for assistance.