

How to submit documents

Follow these steps to submit document(s) to your Access Health CT account that are required for verification. You may need to repeat these steps for every household member and for every document category that is required for verification.

- 1** Visit AccessHealthCT.com and click **Sign in** to access your account with your User ID and Password.
- 2** Click **See What I Need to Provide** to see a list of documents required for verification.
- 3** Click the **(+) symbol** to view requirements for each household member. Select **“Submit Document”** to upload a document for each requirement.
- 4** Follow the instructions on the Document Upload screen.
- 5** Select **Document Type from the drop-down menu**. Document Category and Household Member are already pre-selected.
- 6** Click the **+Browse For Files button** to browse and select the document applicable to the category.
- 7** From the pop-up screen, select the document you want to upload and click **Open**. The document size must be 10MB or less.
- 8** The selected document will appear in the Document Upload field. Select **Upload** and you will receive a message **“Successfully Uploaded”**.

Please note: If you are unable to upload your documents, you can mail copies to **Access Health CT, PO Box 670, Manchester, CT 06045-0670**.

If you are mailing in documents, include the cover sheet found at the end of your notice. If you do not have a cover sheet, you can print one by clicking, “I do not have an electronic copy and need to mail my document” on the Document Upload screen.