

How to submit documents from your any device.

Follow these steps to use your DESKTOP, LAPTOP, TABLET or MOBILE device to upload your verification documents to your Access Health CT account.



1. **Sign In** to your Access Health CT account with your username and password.
2. Click **My Inbox** to see a list of documents required for verification.
3. To begin the document upload process, click **Submit the Document** next to each Document Category and Household Member on the list.
4. Follow the instructions on the **Document Upload** screen.
 - a. Select **Document Type** from the drop-down menu. **Document Category** and **Household Member** are already pre-selected.
 - b. Click **Browse for Files** to browse and select the document applicable to the category. The **File Upload** screen will appear.
 - c. From the **File Upload** screen, select the document you want to upload and click **Open**. *The document size must be 2MB or less.*
 - d. The selected document will appear in the **Document Upload** field. Click **Upload** when you are ready to submit the document.
 - e. To upload additional documents for an item, repeat steps b–d above.
 - f. Every uploaded document will appear in the **Document Upload** window.
 - g. To return to your inbox, click **Back**.

You may need to repeat the above steps for every Household Member and for every Document Category that is required for verification.

If you are unable to upload your verification documents to us, you can mail copies to:

Access Health CT | P.O. Box 670 | Manchester, CT 06045-0670

Be sure to include the cover sheet with the unique barcode that we sent to you.
This cover sheet accompanied the letter asking for documentation.