How to upload documents

to confirm your income or other information

Before you start

✓ Make sure the documents you're going to upload are located on your computer.
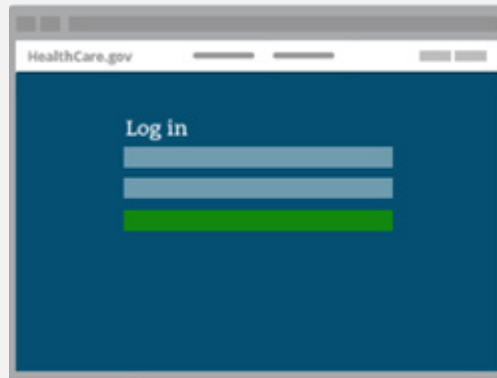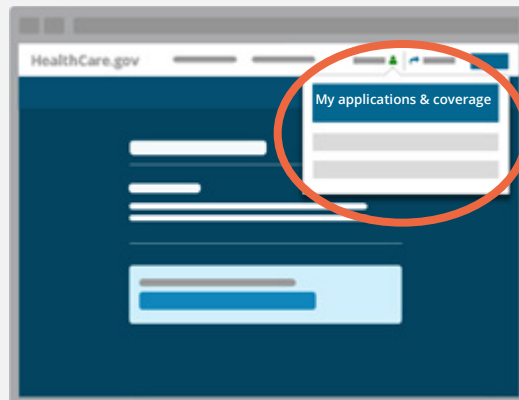
✓ Be sure they follow ....

✓ Find out which documents you can submit. ⬈

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STEP 1
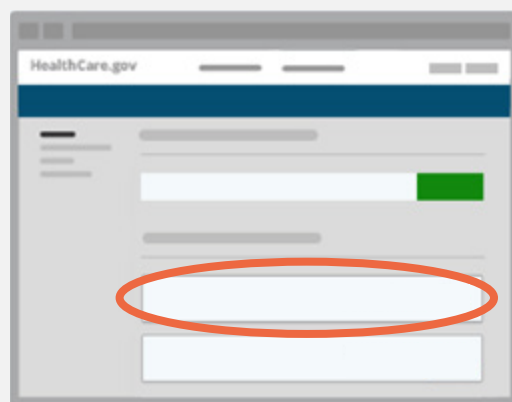
Log in to your Marketplace account.

STEP 2

Click on your name in the top right of the screen and select **My applications & coverage**.

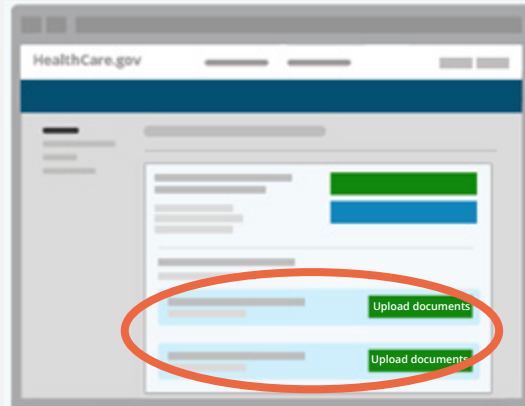My applications & coverage

STEP 3

Under "Your existing applications," select the application with the data matching issue. Be sure the application ID number matches the one in your notice.
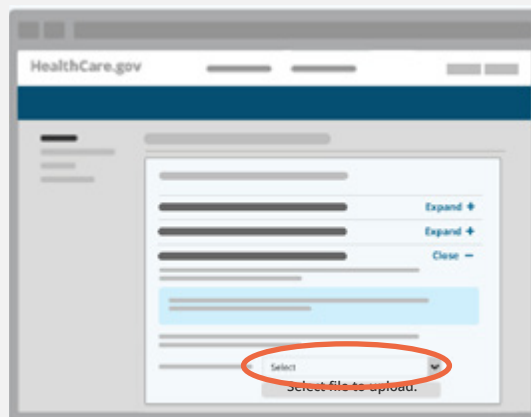
STEP 4
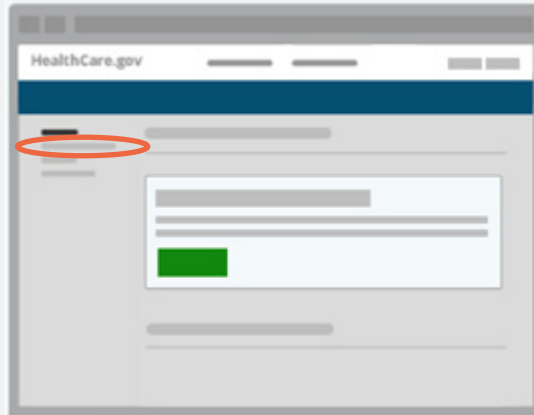
Click **Application details** in the menu on the left side.
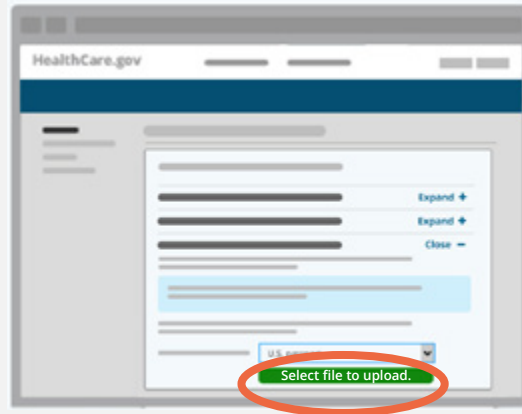
STEP 5

For each issue select the green **Upload documents** (or **Upload more documents**) button for a data matching issue.

STEP 6

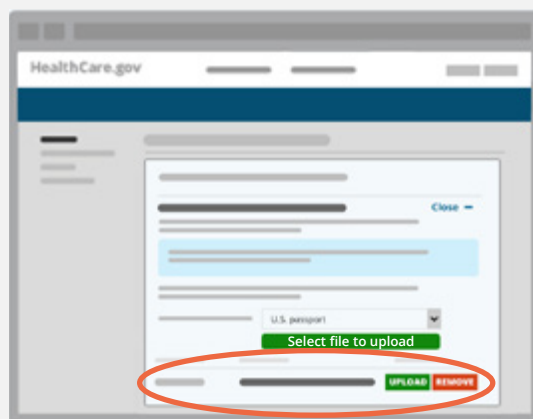Choose a document type from the drop-down list.

STEP 7
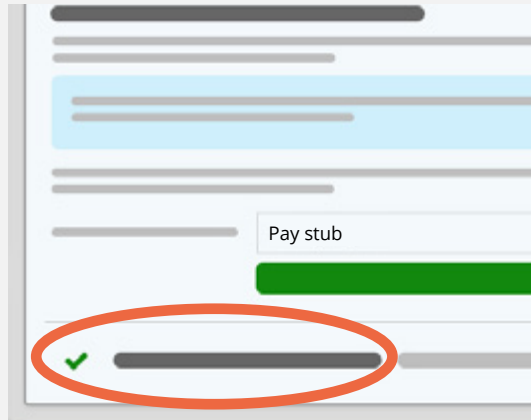
Click **Select file to upload.**

STEP 8

Locate and select the document on your computer.
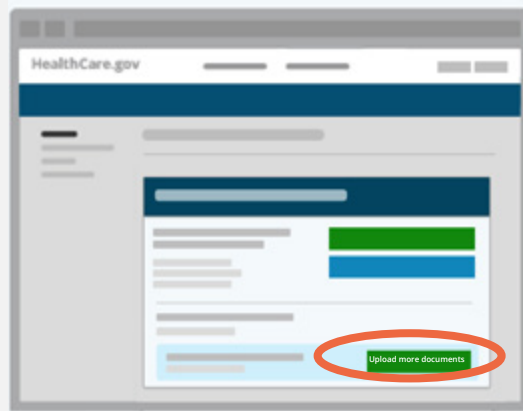
STEP 9

Click **UPLOAD**.

STEP 10

When upload is successful, a green checkmark appears at left. To upload more files for the same issue, repeat steps 6 - 10 for each one.

Upload failed? Check document format and size then try again. If that doesn't work, see how to mail documents. ⬀

Pay stub

STEP 11

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Upload more documents

If you have other data matching issues, repeat steps 5 - 10 for each one. When done, you can log out.

Learn what happens after you upload and get more answers about confirming your information. ⬀