Electronic document uploading provides additional capabilities for managing benefits online.

Applicants and clients who have a PEAK account can electronically upload verification documents that are needed for eligibility. Some examples of verification documents may include pay stubs, lease agreements, birth certificates, etc.

Verifications can be uploaded to the applicant or client's PEAK account as a picture from a computer or smart phone. The option to upload documents is available when an application is submitted, when a change in household is reported, and at any time through Manage My Account.
Instructions for Electronic Document Uploading
From an Application

Thank You!
Your application tracking number is 700[redacted]. Be sure to write this number down or print this page for your records.

Your online application has been sent to a Medical Assistance Site. If you have questions about the status of your online application, please contact the Medical Assistance Site. To find the Medical Assistance Site address, click here. Please have your application tracking number available to get answers more quickly.

Before submitting another application, please contact the Medical Assistance Site and provide your application tracking number.
Click here for more information about how long it may take to get an answer.

Verification Needed
Keep in mind that your application office worker may ask for proof of some of the things you told us in your application. We’ve created a list of the types of proof that you may need to provide. Click the Verification Needed button to view the list.

If you have scanned copies of acceptable verification documents, you may upload these from the Verification Needed page. If you want to do this later, you may return to your account and do so after your verification checklist is complete.

You may be asked to talk with an application worker by phone or in person in order to get benefits.

1. From the “Thank You!” page at the end of the PEAK application, click on the Verification Needed button.

Types of Proof
We need to find out some things to see if you can get assistance. Some information can be verified by your statement at the interview. Other information may need to be verified by giving us “proof.” Proof is the way you show us what we need to know. In some cases proof must be received before your application for assistance can be completed. Below is a list of items that can be used as proof. If you can’t get the proof, let your application site worker know. Your worker may be able to help you.

If you have scanned copies of any of these types of proof on your computer, you can upload them now to help your case worker process your application quickly. Click the Upload Document button to upload a scanned image now.

Upload Document

Proof of Identity
Your identification, such as picture ID or driver’s license.

Proof of Assets
Proof of resources (assets), such as checking, savings, vehicles, CD’s, IRA’s, stocks, life insurance, burial policies.

Social Security Number
Social Security numbers or proof of application for everyone requesting benefits. If you state on the application that you have a Social Security Number, you will need to provide proof.

Proof of Citizenship or Alien Status
Proof of status in this country such as Visa, Legal Permanent Resident Card, Passport, or Employment Authorization Card for everyone you are applying for.

Proof of Income
Proof of current wages or income for your household, such as pay stubs, award letter, employer letter, Social Security, child support.
3. Select appropriate options from the *Upload Document* page drop down menus:

- **Whose Document**: The Household or Individual
- **Proof Of**: Income, Expense, Resource, ID, Citizenship, Health Coverage, Address/Residency
- **Document Type**: Check Stub, Birth Certificate, Lease, Medical Bill, Etc.

4. Click the *Browse* button to locate and attach the appropriate document.

5. Click *Next*.

**NOTE**: Certain documents can be used as verification for more than one type of proof. If the document selected from the drop down menu can be used for more than one type of proof, a red note will display with details as shown here.

In this example, a passport can be used to verify Citizenship and Identity and does not need to be uploaded more than once.
6. Confirm that the intended document is selected and click **Upload**.

7. Once the document has been uploaded, PEAK indicates the upload status.

**Upload Successful**: The document has been uploaded. No further action is needed.

**Upload Error**: The document was not uploaded, and the verification document still needs to be sent. Electronic upload can be accessed later, or the document can be verified at a local county office or a Medical Assistance site.

8. Click the X in the upper right hand corner to close the message.
9. To upload more documents or view upload history, click the **Communications** tab on the bottom of the navigation panel.

**NOTE**: The **Communications** tab includes the **Mail Center**, **Contact Information** and **Document Uploads** functions.

Documents that have been uploaded electronically will be displayed on this page, as well. Click the **View** button to open a copy of the document.
1. Log in to PEAK account.
From Account Overview click the My Benefits tab.

2. On the Verifications Needed page, click the Upload button to submit the requested verification electronically.
3. Select appropriate options from the *Upload Document* page drop down menus:

- **Whose Document**: The Household or Individual
- **Proof Of**: Income, Expense, Resource, ID, Citizenship, Health Coverage, Address/Residency
- **Document Type**: Check Stub, Birth Certificate, Lease, Medical Bill, Etc.

4. Click the *Browse* button to locate and attach the appropriate document.

5. Click *Next*.

**NOTE**: Certain documents can be used as verification for more than one type of proof. If the document selected from the drop down menu can be used for more than one type of proof, a red note will display with details as shown here.
6. Confirm that the intended document is selected and click **Upload**.

7. Once the document has been uploaded, PEAK indicates the upload status.

   **Upload Successful**: The document has been uploaded. No further action is needed.

   **Upload Error**: The document was not uploaded, and the verification document still needs to be sent. Electronic upload can be accessed later, or the document can be verified at a local county office or a Medical Assistance site.

8. Click the **X** in the upper right hand corner to close the message.
9. After all documents have been submitted, the upload history of the case is available through the Communications tab.

**NOTE:** The **Communications** tab includes the **Mail Center**, **Contact Information** and **Document Uploads** functions.

Documents that have been uploaded electronically will be displayed on this page, as well. Click the **View** button to open a copy of the document.
Instructions for Electronic Document Uploading
From Manage My Account - Change Report/Redetermination

1. Log in to PEAK account.
From Account Overview click the Report My Changes.

2. Click the Report Your Changes button.
3. In this example, a change in income is reported. Scroll down the page and select the appropriate income change. Click Next.

4. Input new income information and review change. Click Next.
5. Sign Electronic Signature.

Click Submit.

6. From the Change Report received page, click the Verifications Needed button.

Electronic Signature

If you have a legal guardian, he or she should sign below. If you have a power of attorney or an authorized representative, either you or that person may sign this application. If anyone else is helping you fill out the application, you should sign the application yourself.

I have agreed to submit this Change Report for myself and/or my family. By signing this Change Report electronically, I certify that I have reviewed this Change Report; that I understand and agree to the Rights, Responsibilities and Penalties; and that under penalty of perjury, I certify the information I have given is true including the information concerning citizenship and alien status. I have received information on how to apply, what information is available, and what I may need to give the application site to help me with getting benefits.

- I understand the questions and statements on this Change Report.
- I have read and understand my Rights & Responsibilities in the box above.
- I understand the penalties for giving false information or breaking the rules.
- I understand that the application site may contact other persons or organizations to obtain needed proof of my eligibility and level of benefits.
- I understand that failure to report or verify any listed expenses will be seen as a statement by me that I do not want to receive a deduction for the unreported or unverified expenses.
- I understand I can be punished by law if I do not tell the complete truth.
- I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

*By checking this box and typing my name below, I am electronically signing my application.

*First Name: Soccer
Middle Initial: Ball
*Last Name: Ball

Thank You!

Your tracking number for your Change Report is 300 [redacted].

Be sure to write this number down or print this page for your records.

Your Change Report has been sent to Boulder county.

Medical Assistance Results

<table>
<thead>
<tr>
<th>Program</th>
<th>Status</th>
<th>Member</th>
<th>Begin Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicaid - No Premium Required</td>
<td>Approved</td>
<td>Base Ball</td>
<td>06/2014</td>
</tr>
<tr>
<td>Medicaid - No Premium Required</td>
<td>Approved</td>
<td>Foot Ball</td>
<td>06/2014</td>
</tr>
<tr>
<td>Medicaid - No Premium Required</td>
<td>Approved</td>
<td>Soccer Ball</td>
<td>06/2014</td>
</tr>
</tbody>
</table>

You will get more information about your application in the mail. If you also applied for Food Assistance, Colorado Works, or Adult Financial, your application was sent to Boulder county.

Verification Needed

We have found that we still need proof of something you told us on your application. Click the Verification Needed button to view these items. If you have scanned copies of acceptable verification documents, you can upload them from the Verification Needed page.

Back  [Submit]
7. Select appropriate options from the *Upload Document* page drop down menus:

- **Whose Document**: The Household or Individual
- **Proof Of**: Income, Expense, Resource, ID, Citizenship, Health Coverage, Address/Residency
- **Document Type**: Check Stub, Birth Certificate, Lease, Medical Bill, Etc.

8. Click the *Browse* button to locate and attach the appropriate document.

9. Click *Next*.

NOTE: Certain documents can be used as verification for more than one type of proof. If the document selected from the drop down menu can be used for more than one type of proof, a red note will display with details as shown here.
10. Confirm that the intended document is selected and click **Upload**.

11. Once the document has been uploaded, PEAK indicates the upload status.

    **Upload Successful**: The document has been uploaded. No further action is needed.

    **Upload Error**: The document was not uploaded, and the verification document still needs to be sent. Electronic upload can be accessed later, or the document can be verified at a local county office or a Medical Assistance site.

12. Click the X in the upper right hand corner to close the message.
13. Documents that have been uploaded electronically will be displayed on this page, as well. Click the View button to open a copy of the document.