



Apply for Benefits & Manage My Account Electronic Document Upload

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 this 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 you receive your verification checklist.

Verification Needed

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 **Verifications 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 drivers 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.

2. Review the **Types of Proof** listed.

Click **Upload Document** if the necessary verification is available.

Upload Document
✕

Please tell us more about the document you want to submit.

***Whose Document**

click here to choose ▾

***Proof Of**

click here to choose ▾

***Document Type**

click here to choose ▾

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

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**.

Upload Document
✕

Please tell us more about the document you want to submit.

***Whose Document**

Jeb [REDACTED] ▾

***Proof Of**

Citizenship ▾

***Document Type**

US Passport ▾

***Note:** A US Passport can be used for proof of Citizenship and Identification. You do not need to upload this document more than once to provide proof for individual items.*

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

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.

Confirm Submission
✕

Please confirm what you told us about this document before you submit it. If you want to change anything, click the Back button and you may change your answers.

Document For	:	The Household
Proof Of	:	Expense
Document Type	:	Lease
Filename	:	confirm - app.png

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

Back
Upload

6. Confirm that the intended document is selected and click **Upload**.

Upload Successful
✕

Your document has been uploaded successfully. Close this window to return to the last page and continue uploading documents.

Important Note: Your Verification Needed list will not be updated until a worker has had a chance to review the document you just uploaded. However, if you want to see the list of documents we have received so far, you can open the Document Uploads page in your account.

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
✕

There was an issue uploading your document at this time. Please return to PEAK later to try again or you can mail or bring this document in to your [local county office](#).

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.

Account Overview

Application Status

Tracking #	Programs	Application Start Date	Application Submit Date	Status
423	Food Assistance	05/28/2014	05/28/2014	Under Review

Start New Application

9. To upload more documents or view upload history, click the **Communications** tab on the bottom of the navigation panel.

Document Uploads

Below is a list of documents that you have uploaded previously with this account. To upload a new document, click the Upload Document button.

Uploaded Documents

Document For	Proof Of	Document Type	Uploaded Date	
Brandy	Income	Check Stub	05/28/2014	View

1-1 of 1 records Page 1 of 1

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 - Pending Application

Flo DriveCar View Account Logout Current Viewing Case # 1B Print

Account Overview

Case: 1B [redacted]

Account Information

NAME	CASE NUMBER
Flo DriveCar	1B [redacted] County Contacts

HOME ADDRESS	MAILING ADDRESS
96 FRAID O HTS BOULDER ,CO 80304	96 FRAID O HTS BOULDER ,CO 80304

PRIMARY PHONE NUMBER	SPOKEN LANGUAGE
	English

SECONDARY PHONE NUMBER	CORRESPONDENCE LANGUAGE
	English

EMAIL ADDRESS

[Report Change](#)

Household

NAME	AGE	SOCIAL SECURITY NUMBER	RELATIONSHIP TO
Flo DriveCar	22	***-**-1269	Head of Household
Doug SitDown	21	***-**-2874	Husband

[Report Change](#)

1. Log in to PEAK account.
From Account Overview click the **My Benefits** tab.

Verifications Needed

Who	Verification Type	Program	Due Date	Notes From Your Worker
[redacted]	Employment	Food Assistance	03/01/2014	Please provide proof of income (paystubs) for [redacted]

[Upload](#)

You will or should have gotten an Official Verification Checklist in the mail or in the PEAK Mail Center. The Official Verification Checklist includes all of the proof we need to tell if you can get benefits. If you have questions, please call the contact number on the Official Verification Checklist.

For further information regarding your verifications, please contact [redacted] by phone [redacted]

[Back to My Benefits](#)

2. On the **Verifications Needed** page, click the Upload button to submit the requested verification electronically.

Upload Document
✕

Please tell us more about the document you want to submit.

***Whose Document**

click here to choose ▾

***Proof Of**

click here to choose ▾

***Document Type**

click here to choose ▾

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

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**.

Upload Document
✕

Please tell us more about the document you want to submit.

***Whose Document**

Jeb [REDACTED] ▾

***Proof Of**

Citizenship ▾

***Document Type**

US Passport ▾

***Note:** A US Passport can be used for proof of Citizenship and Identification. You do not need to upload this document more than once to provide proof for individual items.*

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

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.

Confirm Submission ✕

Please confirm what you told us about this document before you submit it. If you want to change anything, click the Back button and you may change your answers.

Document For : The Household
Proof Of : Expense
Document Type : Lease
Filename : confirm - app.png

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

6. Confirm that the intended document is selected and click **Upload**.

Upload Successful ✕

Your document has been uploaded successfully. Close this window to return to the last page and continue uploading documents.

Important Note: Your Verification Needed list will not be updated until a worker has had a chance to review the document you just uploaded. However, if you want to see the list of documents we have received so far, you can open the Document Uploads page in your account.

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 ✕

There was an issue uploading your document at this time. Please return to PEAK later to try again or you can mail or bring this document in to your [local county office](#).

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.

Mail Center | Contact Information | **Document Uploads**

Below is a list of documents that you have uploaded previously with this account. To upload a new document, click the Upload Document button.

Uploaded Documents				
Document For	Proof Of	Document Type	Uploaded Date	
The Household	Expense	Lease	05/28/2014	View
The Household	Expense	Lease	05/28/2014	View
Brandy	Income	Check Stub	05/28/2014	View

1-3 of 3 records | Page 1 of 1

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

Flo DriveCar View Account Logout Current Viewing Case # 1B Print

My Account

Account Overview

My Benefits

Report My Changes

Redetermination / Recertification

Payments

Express Lane Eligibility

Account Management

Communications

Account Overview

Case: 1B

Account Information

NAME	CASE NUMBER
Flo DriveCar	1B

[County Contacts](#)

HOME ADDRESS	MAILING ADDRESS
96 FRAID O HTS BOULDER ,CO 80304	96 FRAID O HTS BOULDER ,CO 80304

PRIMARY PHONE NUMBER	SPOKEN LANGUAGE
	English

SECONDARY PHONE NUMBER	CORRESPONDENCE LANGUAGE
	English

EMAIL ADDRESS

Report Change

Household

NAME	AGE	SOCIAL SECURITY NUMBER	RELATIONSHIP TO
Flo DriveCar	22	***-**-1269	Head of Household
Doug SitDown	21	***-**-2874	Husband

Report Change

1. Log in to PEAK account.

From Account Overview click the **Report My Changes**.

View Account Logout Current Viewing Case # 1B Print

My Account

Account Overview

Benefits

Report My Changes

Redetermination / Recertification

Payments

Express Lane Eligibility

Account Management

Communications

Report Your Changes

To report changes to your current Food, Medical, or Cash Assistance benefits, click on the button below.

Report Your Changes

Keep in mind if you make a change to information in one case, it may affect eligibility in other cases.

Change Reports

Here is a summary of the change reports you have submitted. You can click on the 'click here' links to view more details about the change report.

APPLICATION NUMBER	STATUS
--------------------	--------

Keep in mind that you'll need to have a program called Adobe Acrobat Reader to see and print this information. If you don't have this program on your computer, you may install it for free by clicking on the button below:

2. Click the **Report Your Changes** button.

View Account Logout Current Viewing Case # 1B1 Print

Welcome to Report My Changes!

As part of getting benefits, you may need to tell your application site worker if you have changes in your household, your income and/or your bills. This tool will help you report those changes.

Reporting Changes Through PEAK

Please check the boxes for all of the changes that you want to report.

No Changes

There are no changes to report on your household



Income, Expense, and Asset Changes

Someone started or ended a job or has a change to a current job (including self employment or strike activities)

Someone had a change in another type of income other than a job or self-employment (Unemployment, Social Security, etc...)

Someone in your home has changes or additions to liquid assets (cash, checking/savings account, or other)

Someone in your home has changes or additions to assets (vehicles, real estate, burial assets, life insurance)

Someone in your home has changes or additions to medical expenses

Someone in your home has changes or additions to dependent/elder care or child care expenses

Someone in your home has changes or additions to health insurance

Keep in mind that you should only report changes that have already happened.

[Back to My Benefits](#) [Next](#)

3. In this example, a change in income is reported.

Scroll down the page and select the appropriate income change.

Click **Next**.

View Account Logout Current Viewing Case # 1B1 Print

Review Your Job Changes

Please review your job or self-employment income information below. If someone has a change in a job or self-employment or you've added someone to the home, you can use the buttons to report those changes. Here's how to report a change or add a job for any of the types of jobs listed below:

- If someone has a new job or a newly added person has an existing job, select that person and click the "Add" button.
- If a job has ended, click the "End" button to remove that job.
- If someone's job has changed, click the "Edit" button for that job. For example, you should click the "Edit" button to report a change in hours or pay.
- If you want to delete a change you made or job you added, click the "X" button to delete the change or new job.

Once you've reviewed this summary, click the "Next" button at the bottom of the page.

Job Income			
Who	Name of Employer	What Changed?	Options
Soccer	Fake Employment	This is a new job	Edit X
Name: < click here to choose >		Add	

Self Employment Income			
Who	Self-Employment Name	What Changed?	Options
To add self-employment for someone in your home, please choose their name and click the "Add" button.			
Name: < click here to choose >		Add	

[Back](#) [Next](#)

4. Input new income information and review change.

Click **Next**.

5. Sign Electronic Signature.

Click **Submit**.

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

Middle Initial

*Last Name

Soccer

Ball

[Back](#)

[Submit](#)

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

Case Number : 1B [REDACTED]

Medical Assistance Results

Program	Status	Member	Begin Date
Medicaid - No Premium Required	Approved	Base Ball	06/2014
Medicaid - No Premium Required	Approved	Foot Ball	06/2014
Medicaid - No Premium Required	Approved	Soccer Ball	06/2014

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.

[Verification Needed](#)

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

Upload Document [X]

Please tell us more about the document you want to submit.

*Whose Document

*Proof Of

*Document Type

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

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**.

Upload Document [X]

Please tell us more about the document you want to submit.

*Whose Document

*Proof Of

*Document Type

Note: A US Passport can be used for proof of Citizenship and Identification. You do not need to upload this document more than once to provide proof for individual items.

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Confirm Submission

Please confirm what you told us about this document before you submit it. If you want to change anything, click the Back button and you may change your answers.

Document For : The Household
Proof Of : Expense
Document Type : Lease
Filename : confirm - app.png

Only the following file types are accepted *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.pdf

File size must be less than or equal to 3 MB.

10. Confirm that the intended document is selected and click **Upload**.

Upload Successful

Your document has been uploaded successfully. Close this window to return to the last page and continue uploading documents.

Important Note: Your Verification Needed list will not be updated until a worker has had a chance to review the document you just uploaded. However, if you want to see the list of documents we have received so far, you can open the Document Uploads page in your account.

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

There was an issue uploading your document at this time. Please return to PEAK later to try again or you can mail or bring this document in to your [local county office](#).

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.

My Account

Account Overview

Benefits

Report My Changes

Redetermination / Recertification

Payments

Express Lane Eligibility

Account Management

Communications

Mail Center | Contact Information | **Document Uploads**

Below is a list of documents that you have uploaded previously with this account. To upload a new document, click the Upload Document button.

Upload Document

Uploaded Documents				
Document For	Proof Of	Document Type	Uploaded Date	
The Household	Expense	Lease	05/28/2014	View
The Household	Expense	Lease	05/28/2014	View
Brandy	Income	Check Stub	05/28/2014	View

1-3 of 3 records | Page 1 of 1

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.