

District Direct Resident Portal

How to Upload a Document

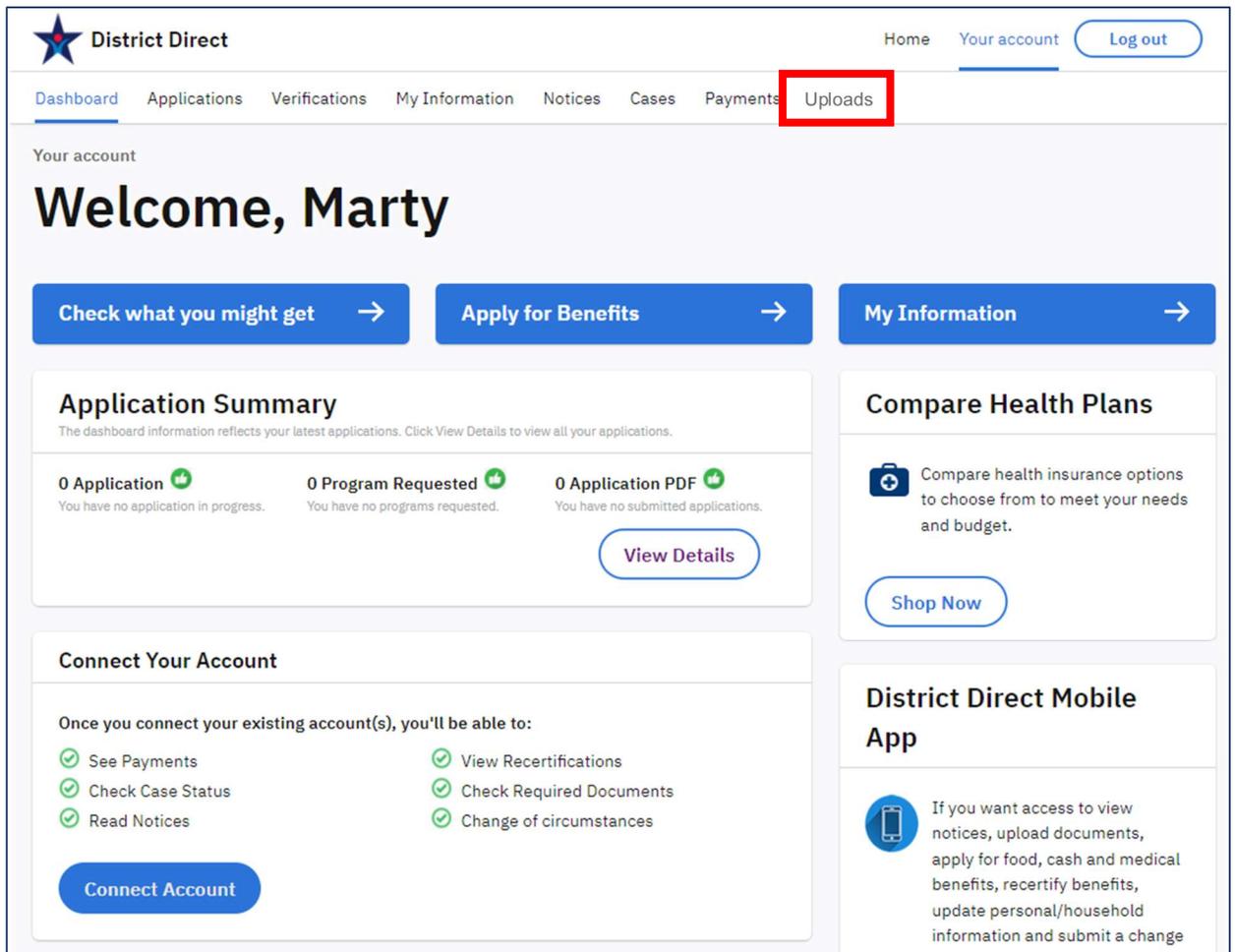
PROCEDURE

How to Upload a Document in the District Direct Resident Portal

Overview: Follow the steps below to successfully upload a document or form using the District Direct Resident Portal. The District Direct user needs to have an application submitted in order to use the upload functionality.

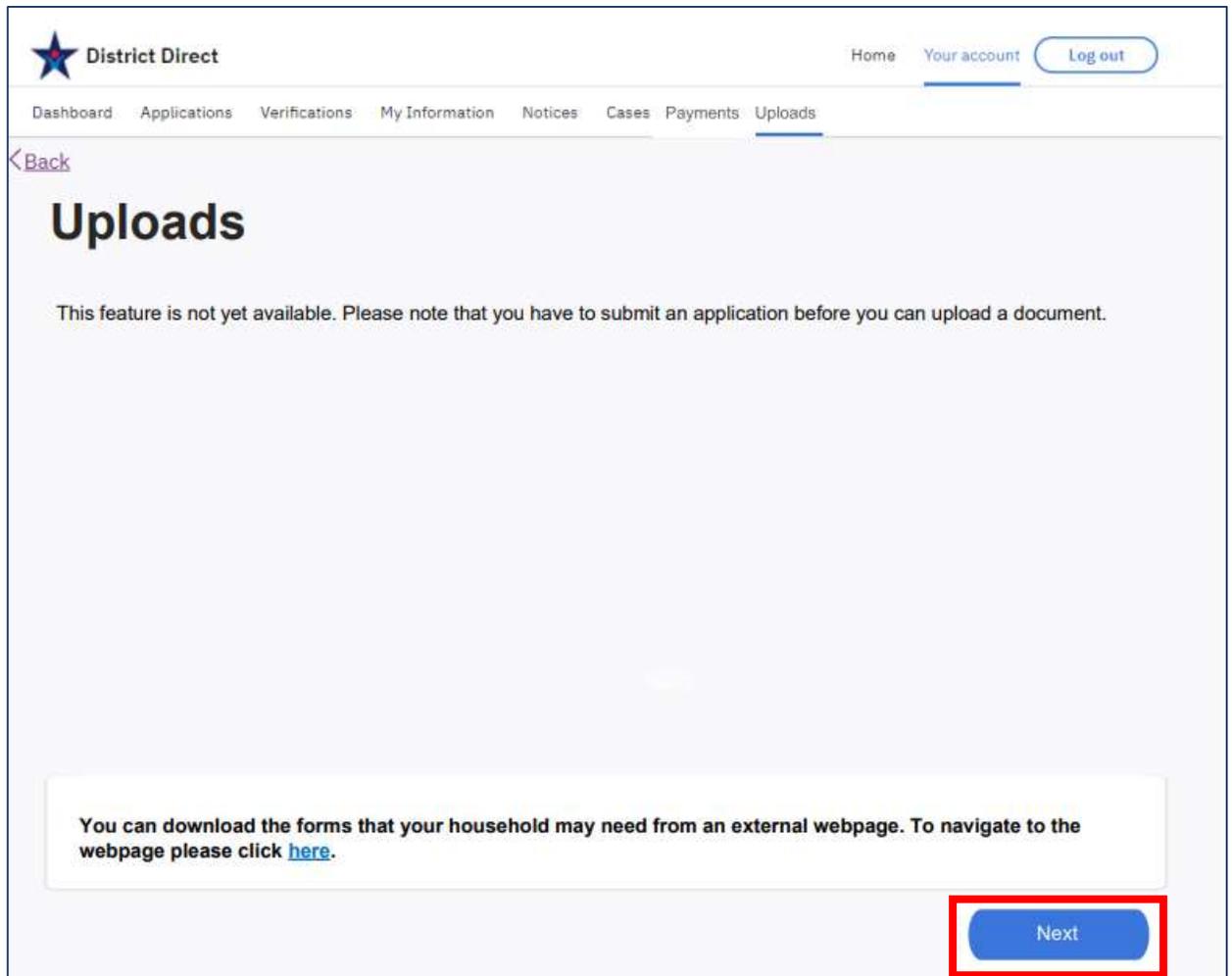
STEP-BY-STEP:

1. From the District Direct account home page (Dashboard), click **Uploads** in the menu.



2. On the Uploads page, click the **Next** button.

Note: A message will display when there are no (0) applications submitted. The user must have an application submitted in order to use the upload functionality.



3. On the Document Details page, click a **Document Type** from the dropdown menu.

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Document Details

Select one document type from the list below. Click 'Add File' to upload the document from your computer.

Primary Client Name: Marty McFly

Document Type : Identity

Choose File for Upload: **Required**
Uploaded files must be in the format: PDF or images (TIFF, JPG, PNG). Maximum file size allowed is 10MB.

Add File (+)

Cancel Upload

The following options can be selected for Document Type:

Connected Account

- Disenrollment Form
- Able-Bodied Adult Without Dependents (ABAWD)
- DC Residency
- Identity
- Social Security Number
- Income
- Assets
- Disability / Medical Exam Report
- Immigration
- Rent/ Mortgage
- Utilities
- Relationships
- Living with
- Other

Unconnected Account

- DC Residency
- Identity
- Social Security Number
- Income
- Assets
- Disability / Medical Exam Report
- Immigration
- Rent/ Mortgage
- Utilities
- Relationships
- Living with
- Other

4. Under Choose File for Upload, click the **Add File (+)** button to upload a document from your computer.

Note: The file must be a PDF, TIFF, JPG, or PNG. The maximum size is 10MB.

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Document Details

Select one document type from the list below. Click 'Add File' to upload the document from your computer.

Primary Client Name: Marty McFly

Document Type : Identity

Choose File for Upload: *Required*
Uploaded files must be in the format: PDF or images (TIFF, JPG, PNG). Maximum file size allowed is 10MB.

Add File (+)

Cancel Upload

5. On the Uploads page, a list will display of documents that have been successfully uploaded. Click the **Upload Another Document** button to add additional documents.

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Uploads

On this page, you can upload many kinds of documents, including your verification documents once your application is submitted.

If you are trying to upload verification documents for an application you just submitted you can upload them here. Later, if you need to upload additional verification documents you can upload them under the [verification tasks](#).

If you like to upload another document, click on the 'Upload Another Document' button and you will be able to provide a document on the next page.

These are the document(s) that you have uploaded:

| Details | Action |
|--|--------|
| Documents uploaded: Residency - Lease Agreement | |

[Upload Another Document](#)

You can download the forms that your household may need from an external webpage. To navigate to the webpage please click [here](#).