

# DC Access Mobile Application: How to Submit a Change

## Procedure

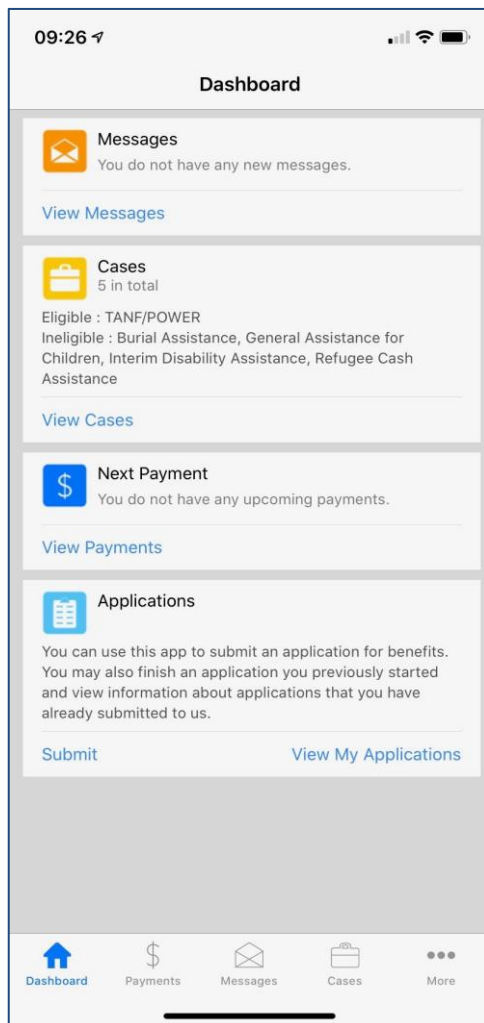
How to Submit a Change in DC Access Mobile App

**Overview:** Follow the steps below to successfully submit a change in the DC Access Mobile App

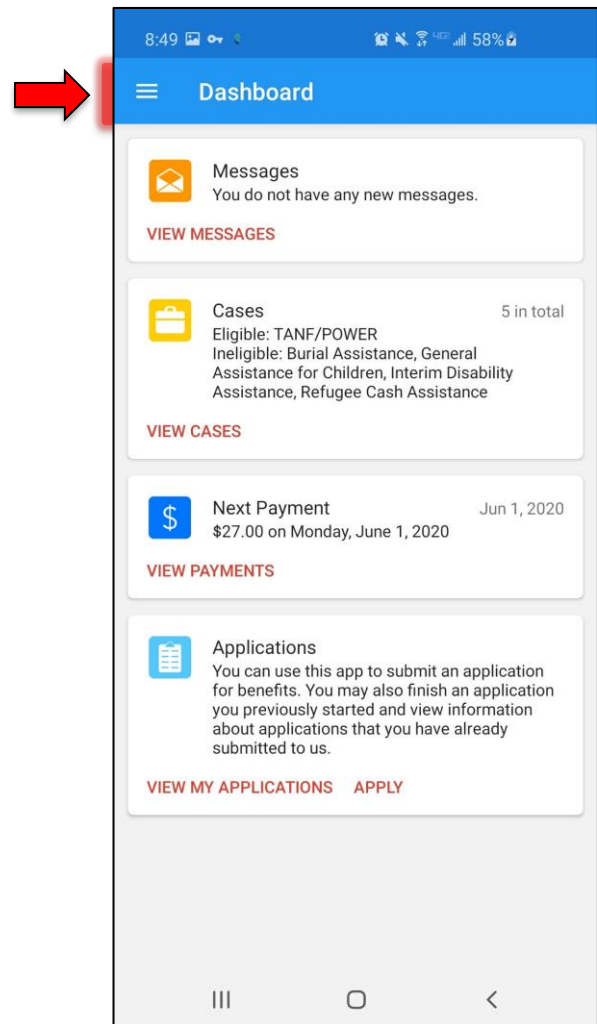
### Step-by-Step:

- 1 User clicks on the **More Options** dashboard.

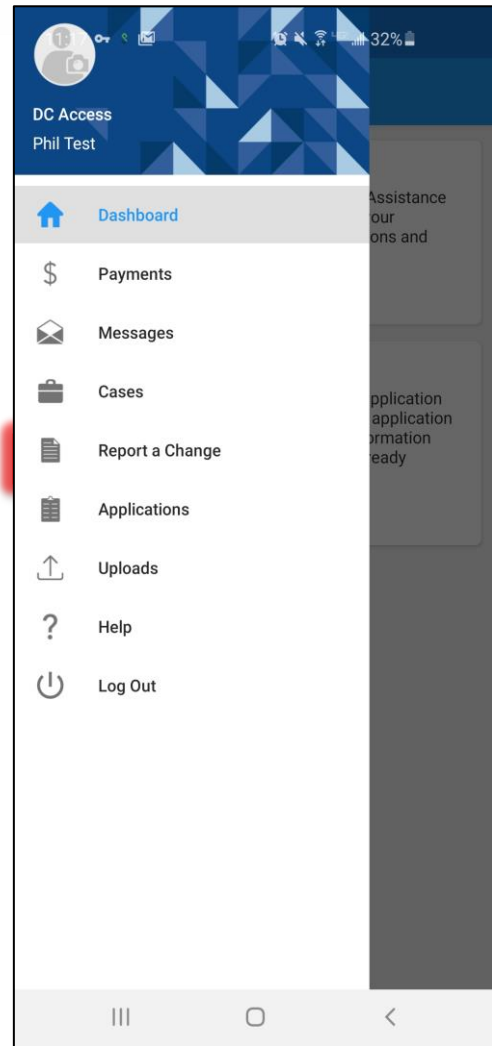
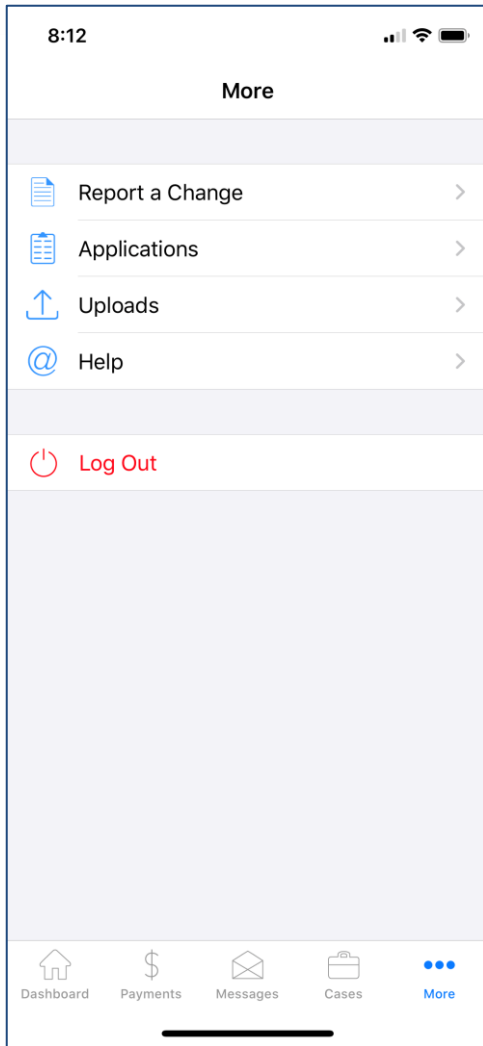
[iPhone]



[Android]

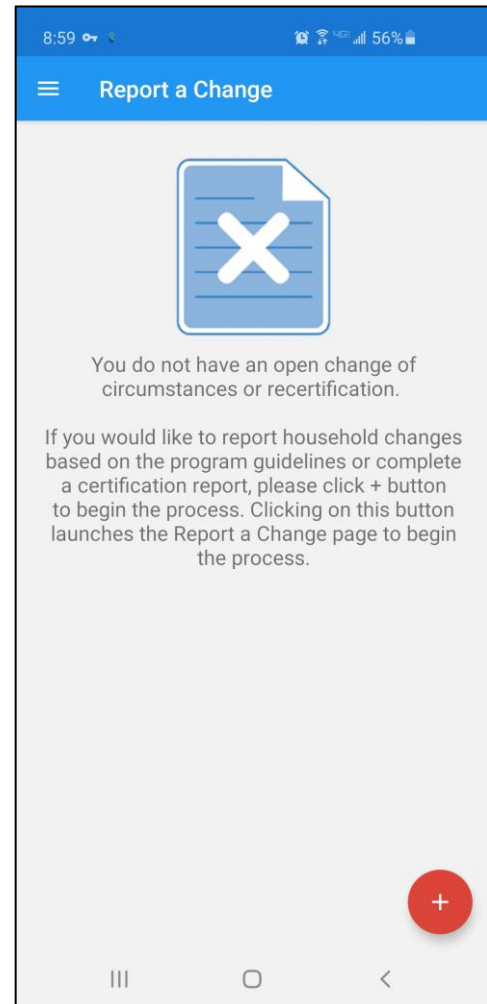
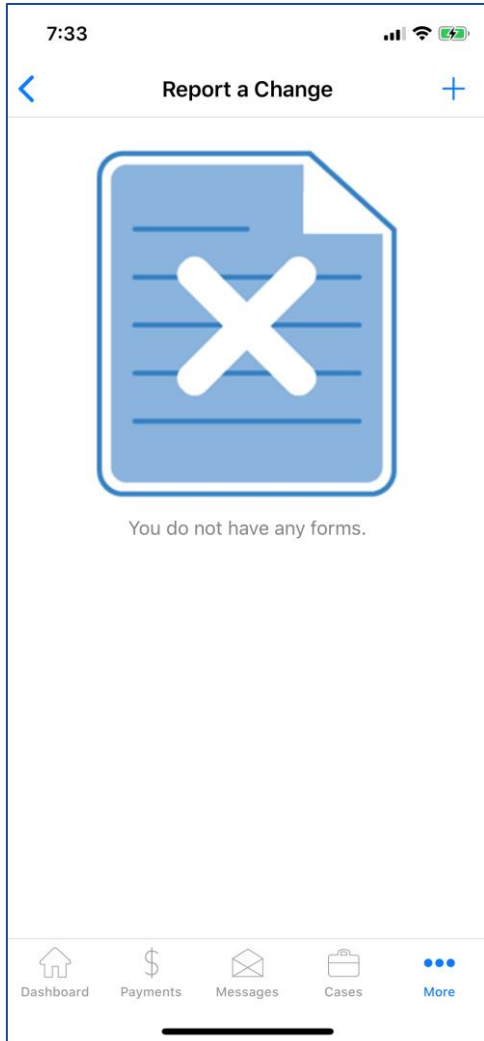


2 User selects "Report a Change."



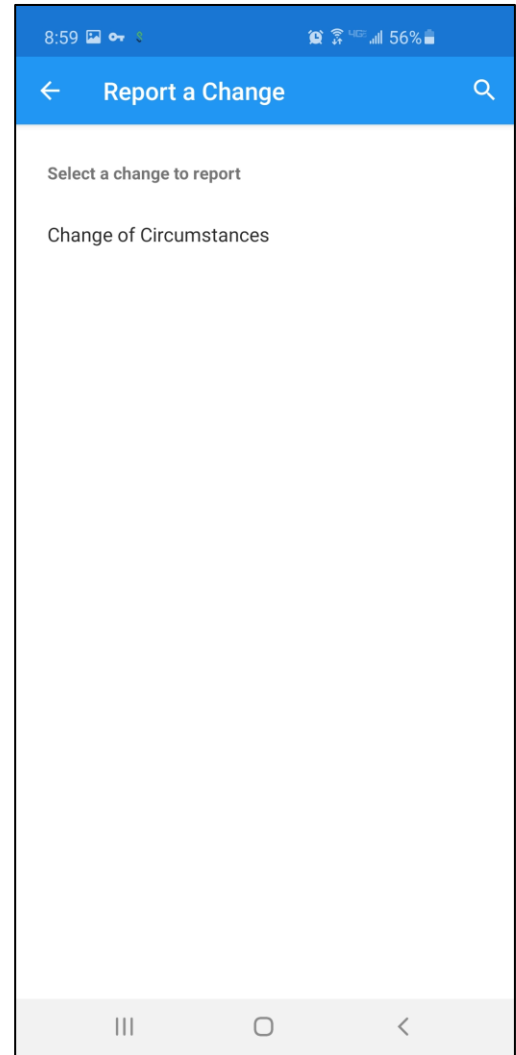
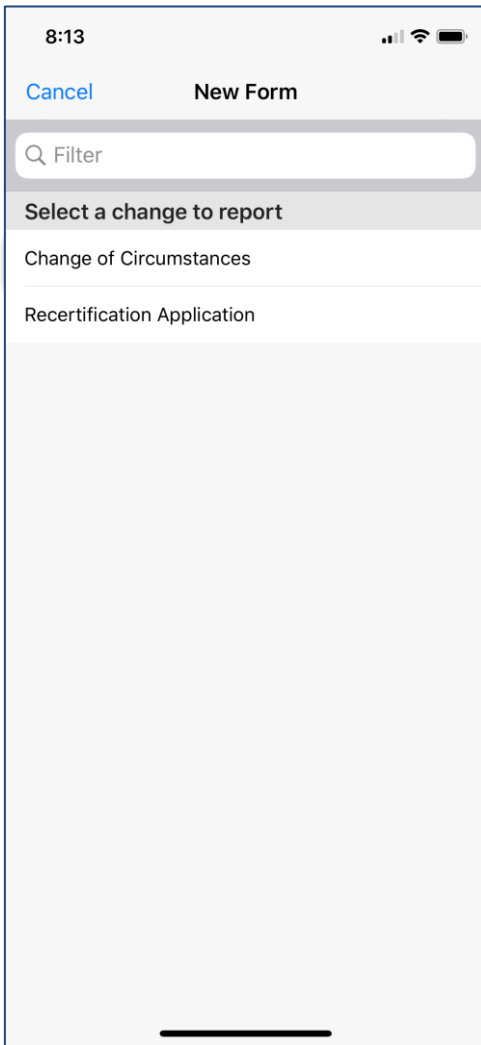
3. After the DC Access Mobile App displays the **Report a Change** screen, user clicks the Plus (+) icon to start a new form.

3.

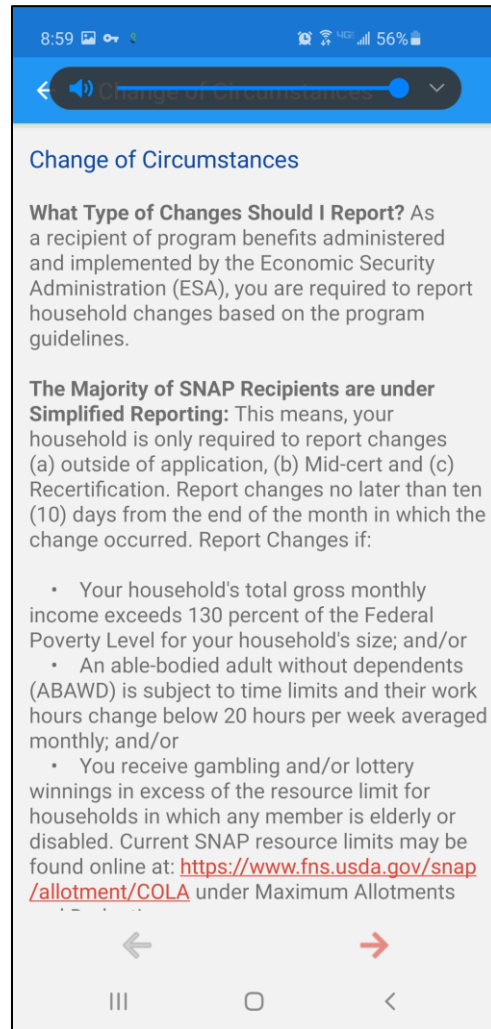
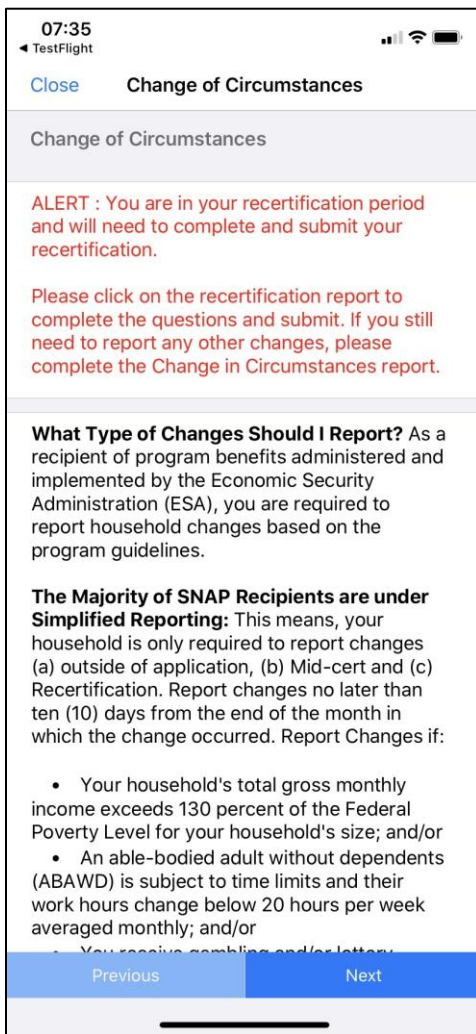


4. User selects “**Change of Circumstance**,” the mobile app will guide the user through a series of controlled questions to help capture required changes at once and prevent the user from submitting multiple requests.

5.



- 5 The Change of Circumstances report will have questions to verify with the user if any changes have occurred through the Change of Circumstances sections. (**Please note:** If you are in your recertification period, you will see an alert like in the iPhone screenshot.)



- 6 Once a Change of Circumstance report is completed with the recipient signature, user will be directed back to the **Report a Change** screen.
- a. User can review a “Completed” form and “In-Progress” Change of Circumstances report on the **Report a Change** screen.

8:13

[Close](#) Change of Circumstances

beneficiary cannot sign this form, you may sign it for them. By signing, you are attesting under penalty of perjury that all of the information on this form is true and correct to the best of your knowledge.

I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge.

Recipient Signature\*

Tap here to sign

Date\*

Jun 23, 2020 >

Phone:\*

Previous Next

A red arrow points to the 'Next' button.

9:00 56%

< Change of Circumstances

**PLEASE READ AND SIGN.** I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge. I know if I give false information, I may be breaking the law and I could be at risk of criminal prosecution and penalties. I know that state and federal officials will check this information. I agree to help and cooperate with their potential investigations.

**Authorized Representative(s):** If the beneficiary cannot sign this form, you may sign it for them. By signing, you are attesting under penalty of perjury that all of the information on this form is true and correct to the best of your knowledge.

I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge.

Recipient Signature\*

**TAP HERE TO SIGN**

Date\*

Jun 29, 2020

Phone:\*

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A red arrow points to the right arrow navigation button.