

District Direct Mobile Application

How to Submit a Change

PROCEDURE

How to Submit a Change in the District Direct Mobile App

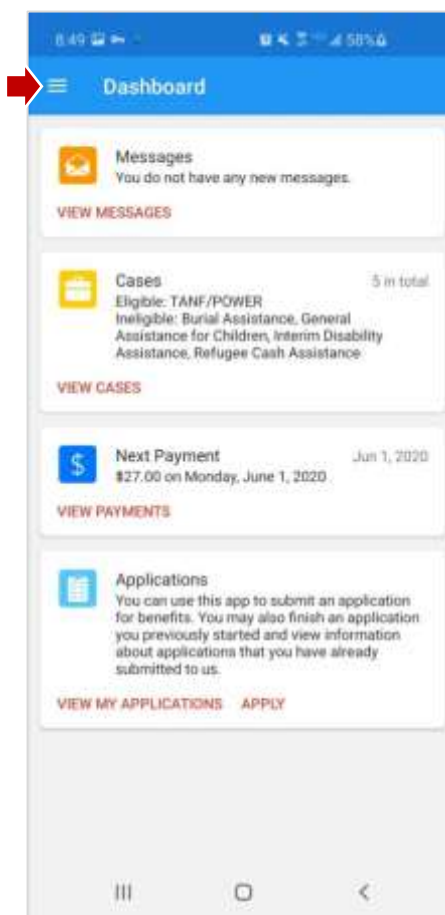
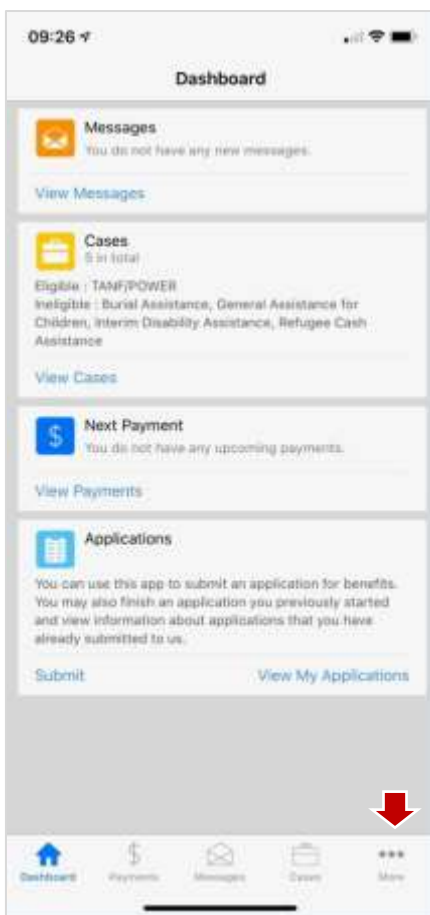
Overview: Follow the steps below to successfully submit a change in the District Direct Mobile App

STEP-BY-STEP:

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

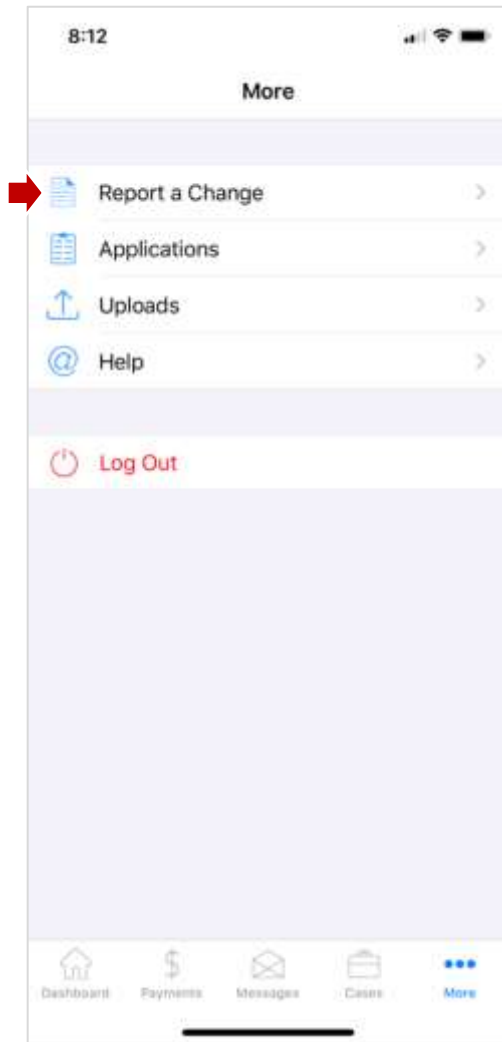
[iPhone]

[Android]

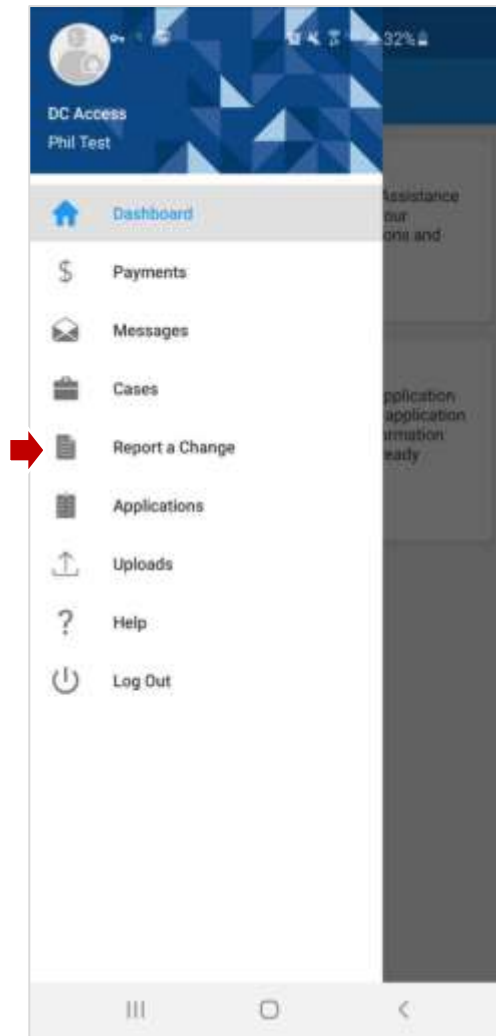


2. User selects "Report a Change."

[iPhone]

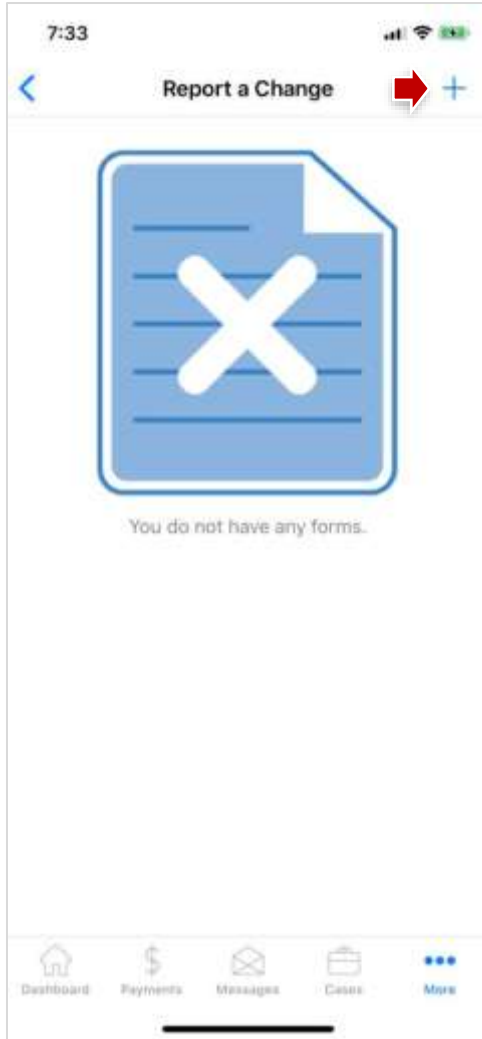


[Android]

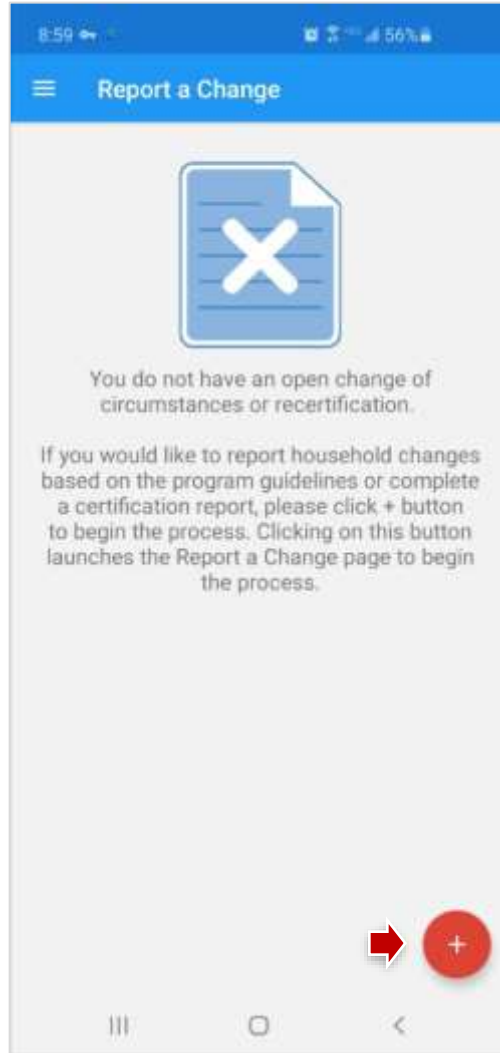


3. After the District Direct Mobile App displays the **Report a Change** screen, user clicks the Plus (+) icon to start a new form.

[iPhone]

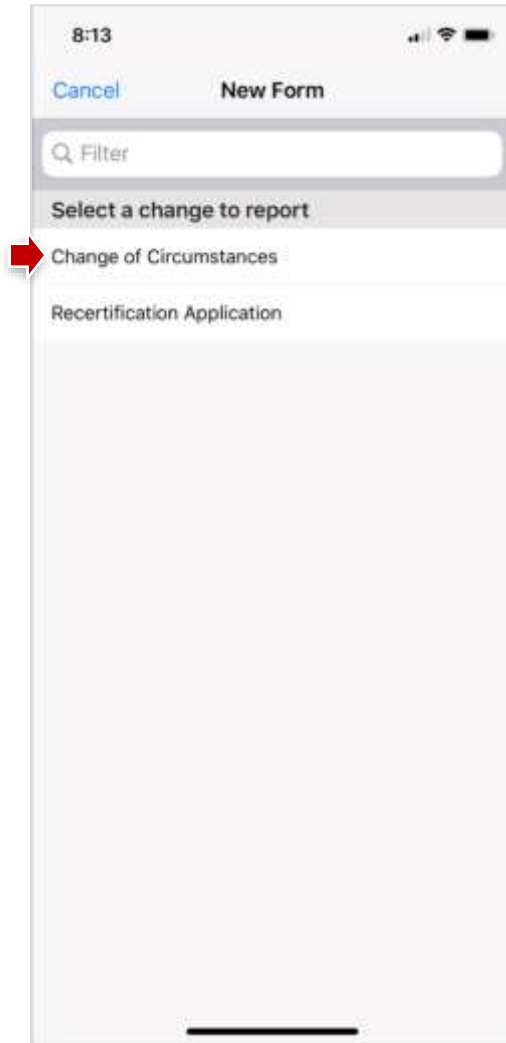


[Android]



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.

[iPhone]



[Android]



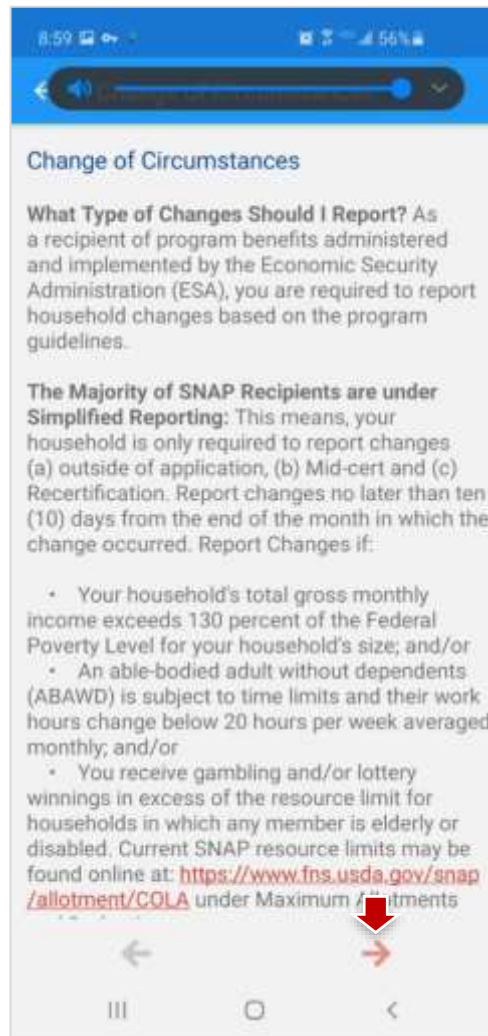
5. The Change of Circumstances report will have questions to verify with the user if any changes have occurred through the Change of Circumstances sections.

i Please Note: If you are in your recertification period, you will see an alert like in the iPhone screenshot.)

[iPhone]



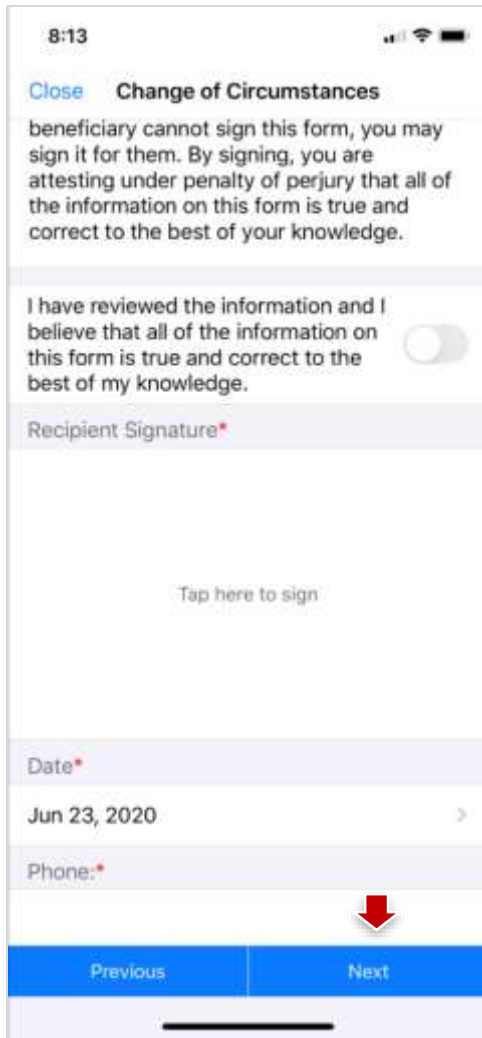
[Android]



6. Once a Change of Circumstance report 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.

[iPhone]



[Android]

